

SimpleACH

Consignor Access

Guide

WWW.SIMPLECONSIGN.COM

SimpleACH

With SimpleACH you, as a consignor can opt in to have your earnings paid directly to your bank account instead of cash or check. This system will work identically to direct deposits you may receive from a job or social security.

Setup

1. If your consignment store has implemented SimpleACH, you will receive a notification, and a "SimpleACH" option will appear at the bottom of the Consignor Access left-hand navigation menu.
2. Click **SimpleACH** to initiate the setup process. The initial prompts will guide you through connecting your account. SimpleACH employs a secure third-party payment processor, ensuring that neither the store nor SimpleConsign retains your bank account information.
3. To proceed, enter your email address, first name, and last name, then click **Continue**.

The screenshot displays the SimpleConsign user interface. On the left is a dark navigation sidebar with the following items: 'Columbia' (3102 Vandiver Dr, Columbia, MO), 'Navigation' (Dashboard, Activity, Items, Contract), and 'SimpleACH' (highlighted in teal). The main content area has a light blue background and contains the following text and form fields:

SimpleConsign

Your store has made SimplePay available to you, which means you can sign up to receive consignor payouts directly to your bank account via ACH. We just need some basic information to set it up for you!

Email:

First Name: Last Name:

SimpleACH

1. You will be prompted to provide your bank account details, including the routing and account numbers, which are necessary to facilitate direct payments to your bank.
2. After verifying the accuracy of your bank information, click Add Bank to link your account to SimpleACH.

The screenshot shows the SimpleACH account setup interface. On the left is a navigation menu with options: Dashboard, Activity, Items, Contract, and SimpleACH (highlighted). The main content area is titled "Enter information for the account where you wish to receive consignor payouts." It contains several input fields: "Account Nickname*" (with "Checking Account" entered), "Account Type*" (with "Checking" selected), "Routing Number*" (with "123456789" entered), "Account Number*" (with "111111111111111" entered), and "Confirm Account Number*" (with "111111111111111" entered). A black button with a white plus sign and the text "+ Add Bank" is at the bottom. To the right is a "CHECK" form with fields for "YOUR NAME", "DATE", "CHECK NUMBER", "PAY TO THE ORDER OF", "\$", "DOLLARS", "FOR", "AUTHORIZED SIGNATURE", and "BANK NAME". A routing number "000123456789" and account number "0123456789" are shown with callouts: "Routing Number: This is always 9 digits long." and "Account Number: This can be up to 17 digits long." A small asterisk at the bottom left indicates "* = Value cannot be blank".

This connection will enable the SimpleACH feature in SimpleConsign for future payouts.

The screenshot shows the SimpleACH confirmation screen. On the left is the same navigation menu as in the previous screenshot, with "SimpleACH" highlighted and a red arrow pointing to it. The main content area has a green header with a checkmark and the text "You're all set to start receiving ACH payments". Below this is a white box containing the text "TRUIST BANK" and "CHECKING". To the right of the box are two buttons: "Edit" (with a pencil icon) and "Unlink" (with a red X icon). A faint image of a classical building is visible in the background.

SimpleACH

Questions?

- Contact support at:
 - Help desk:
<https://help.simpleconsign.com/hc/en-us>
 - support@simpleconsign.com
- Contact sales at:
 - 1-888-860-8094
 - sales@simpleconsign.com
 - www.simpleconsign.com/schedule