**Email Title:**

How to Sign up for Viewpost to Send Payment

**Email Copy:**

We are excited to implement an easier and more efficient way to send payments electronically.

It is called Viewpost.

If you can enroll sometime in the next week, that would be great!

**Highlights Include:**

* Integration with most domestic bank accounts.
* Auto payments
* Totally secure and totally private—you do not share any account info with us—you will enter all your bank info yourself directly into Viewpost, and can make changes anytime.

**Steps:**

1. You will receive an email with the subject: “*Our Company wants to connect with you on Viewpost*”
2. Click on the blue box in this email that says “Join Today”
	1. If your email does not show a blue box, it is a firewall safety measure that disables images—just RIGHT click on the empty white box and select “Download pictures” and now you can click it.
3. Click on "**Create New Company**".   s
	1. Do **NOT** select our Company Name or any other name it may show you.
	2. Sign up as a new Company, if you are an individual, use your first and last name as the Company Name
4. Create a **Password**
	1. Must be 8-32 characters
	2. Contain at least one uppercase letter and one lowercase letter
	3. Include one number or one symbol
	4. Password tip- Try combining words that you can remember, such as *Luv2eatPizza?*
5. Click “Submit”
6. You will receive an email to **verify** your enrollment.
* Enter your physical address
* Business Type - Select Sole Proprietor
* Industry – choose one that is most applicable
* Accounting Package- select if you use one or choose No Accounting System
1. The Add **Bank Account** page will come up:
	1. Register your bank by searching for your bank name
		1. Which will prompt you to enter your User ID and Password for the bank.
	2. Connect Manually
		1. Will prompt you to enter your Routing and Account number
		2. Viewpost will send you two small test deposits (may take 2-3 days to arrive)
	3. Both options will ask you for a Singer, Signature and a Tax ID number.
		1. Signature needs to match what is on your signature card at the bank
		2. For Tax ID please enter your Social Security number.
2. Choose how you want to **secure** your account
	1. Getting a code texted to your cell phone for two step verification. Enter the code.
	2. Answer security questions that may be asked later for account access.
3. Navigate to the **Network** Tab. Make certain you are Connected to our company.
	1. If not, please use the search box to find us and connect selecting us as your Vendor.
4. When you send your first payment, you may be required to confirm your personal identity.
	1. This is a security measure to protect you and your account.
	2. You will only have to do this once.
5. You are all set! When you send payment, we will receive an email.

Thank you so much,