



Instructions to Submit a Direct Debit or Credit Card or ACH Direct Debit Payment Form

1. Click on the payment form you wish to complete: **ACH Direct Debit Application** or **Direct Debit or Credit Card Application**. The ACH (automated clearing house) will authorize Nexus to process funds from your checking or savings account (have a check handy to enter the required information; Direct Debit or Credit Card will authorize Nexus to process funds from your debit or credit Card (have debit or credit card handy to enter required information).
2. Fill in your Name (see sample below) and email address (proof email) since you will receive a verification email before the form can be submitted to Nexus.

The screenshot shows a web interface titled "Sign Document" powered by RightSignature. It indicates the user's progress and shows a "Close Preview" button. A yellow banner states "WHAT TO DO NEXT: You have 2 items to fill-in on Consent Page". Below this, instructions are provided: "To fill out this Online Form and sign with an electronic signature:" followed by three numbered steps: 1. Enter your name and email below to begin. 2. The form will be automatically returned to Jennifer Hafner <jen.hafner@nexusparkingsystems.com> after you submit it. 3. Before proceeding, please review the Terms of Use and Consumer Disclosure. Below the instructions are two input fields: "Your Name:" and "Your Email:", both preceded by a red "REQUIRED" label.

3. Scroll down and complete the payment form. For current customers, the account number and access card number can be found on access card, invoice or receipt.
4. At customer's signature scroll to X (signature box). There are two options to sign:
Drag the mouse to sign, or select "other signature options" and select "Type to Sign" and type your name in YOUR NAME field and select preview. Your signature will appear in the signature field.
5. Scroll over to Date Field and use calendar pop up to select current date.
6. Press Green Submit Signature Box. **YOU ARE NOT DONE YET, PLEASE KEEP READING.**
7. After pressing the Submit Signature box, the customer will see a similar sample message on the screen indicating Email Verification is required:

The screenshot shows a message box titled "Email Verification Required" with a "Close Preview" button. It contains the following text: "We've sent a confirmation email to r.casey@nexusparkingsystems.com with a link to confirm and submit this Online Form. Once verified, your document will be submitted. If you have any issues receiving and confirming your email, please contact support@rightsignature.com for assistance."

8. Customer will receive a verification email and must click the link to verify and submit the form. Once the link is clicked, the form will submit to Jen Hafner at Nexus Parking Systems and will be updated.