

# Paymode-X ACH Enrollment Guide

1. Go to <http://www.paymode.com/t-mobile> and click **Join Now**



Welcome to  
T-Mobile's  
Chosen Payment  
Network!



## JOIN TODAY TO BE PART OF OUR E-PAYMENT SYSTEM

T-Mobile's Accounts Payable department utilizes the Paymode-X® service offered by Bank of America to replace paper checks and other traditional electronic payments. We are asking our vendors and suppliers to enroll in Paymode-X so that all future payments are made electronically using this service.


We will begin making payments to you electronically once you have enrolled and have been activated in Paymode-X.

Click Here



JOIN NOW



 secure enrollment

## REALIZE THE BENEFITS OF PAYMODE-X

- Saves Time & Money
- Enhances Cash Flow
- Fits with Existing Systems & Banking Practices
- Offers Robust Reporting
- Provides Multiple Layers of Security
- Includes Detailed Remittance Information

## SIGN-UP IS EASY

LESS THAN 10 MINUTES!

### WHAT YOU'LL NEED

- Your company's legal name, main telephone number and all physical and remittance addresses used by your company
- Your company's US federal employer identification number (EIN)
- Your company's bank account information, including ACH routing and account numbers

Already a member?

LOG IN

## 450,000 COMPANIES AND GROWING!



"The Paymode-X service is easy to use and provides complete online access to all remittance information for ease of posting."  
—FleetPride

## 2. Enter your email and click **Continue**

### Join Now

Join Paymode-X and 450,000+ members that enjoy peace of mind with secure electronic payments.

Enter your business email address to get started



**Enter Email**

**Click Here**



Continue

- a. If there is an existing Paymode-X account linked to the email address, you will be asked to login on the next page

### Login to Paymode-X Enrollment

Email

Password

**Enter Email  
& Password**

**Click Here**



Login

### 3. Create your password and security question and click **Next**

#### Create Membership

Email

Create Password

  
Password is required

Re-Enter Password

**Create Password &  
Security Question**

#### Create a security question & answer

For your protection, whenever you call Paymode-X Member Services, we ask you this security question to verify your identity.

Select a Question

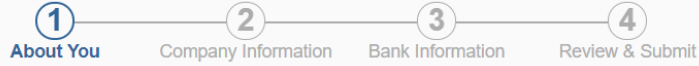
Question

Answer

**Click Here** 

Next

## 4. Enter your name and phone number and click **Save and Continue**



### About You

First Name

First name is required

Last Name

Title

Office phone  Extension

US 1

The number used here must be capable of receiving phone calls and/or text messages containing one time passwords for security and authentication purposes

Mobile phone (optional)

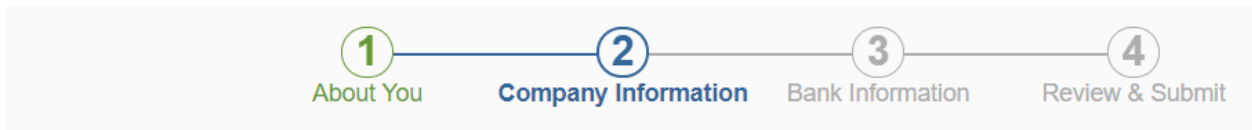
US 1

**Enter Name & Phone Number**

**Click Here**

Save and Continue

## 5. Enter your company information and click **Save and Continue**



### Company Information

Company Name



Legal name is required

Company 'Doing Business As' (DBA) Name (optional)



Country of Company

Company Address

Company Address Line 2

City

State/Province

Zip/Postal Code

**Enter  
Company  
Information**

State/Province      Zip/Postal Code  
--Please Select--     

Main company phone number  
US 1     

Who is trying to pay you through Paymode-X?  
T-Mobile  

**Enter T-Mobile** ←

Number of employees at your company

Corporate Tax ID  
 

### Remittance Address

Address 1

- Same as Company Address Above
- [+ Add another address](#)

Back

**Click Here** →

Save and Continue

6. Select **Add Bank Account Online** or **Add Bank Account Manually**
- a. **Add Bank Account Online is the preferred method** as the “PLAID” software application allows Paymode-X to make a digital “handshake” with your financial institution. This alleviates the need for you to upload bank documents and Paymode-X to physically call out to your bank for verification. This is the fastest method for securing an activation and the following steps/screenprints are based on this selection

Paymode-X [Logout](#) [Ask for Help](#)

---

Where should we send your payment?

**Add Using Online Banking**  
Save the paper. Verify your account by connecting your online bank account.

**Add Bank Account Online**

Secure Connection

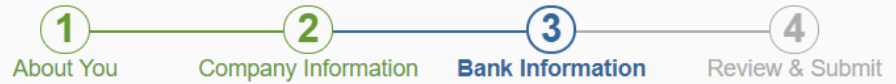
**Add Using Form**  
You will need to provide bank documentation to validate this account.

**Add Bank Account Manually**

**Select One**

Back

## 7. Enter your bank details and create receiver ID and click **Save and Continue**



### Bank Information

#### Receiving Bank

Country of Bank

Transit Routing Number

Bank Account Number

Re-Enter Bank Account Number

Bank Account Description (optional)

Currency

**Enter Bank  
Details**



Currency

USD--US Dollar ▾

## Paymode-X Account ID

This secure number will allow your customers to route payments through Paymode-X directly into your bank account without ever exposing your sensitive bank account information.

Receiver ID

Test

Receivables



This secure number will allow your customers to route payments through Paymode-X directly into your bank account without ever exposing your sensitive bank account information.

**Create  
Receiver ID**

Back

**Click Here**



Save and Continue

## 8. Review or Edit your details and Accept the Terms of Use and click **Submit**



### Review & Submit

## Review / Edit Details

#### 1 About You [Edit](#)

First Name  
Last Name  
Title  
Office Phone  
Mobile Phone  
--

#### 2 Company Information [Edit](#)

Company's Legal Name  
Company's DBA Name  
Country of Company  
Company Address  
City  
State Zip Code  
Company's Phone Number  
Referral Company  
T-Mobile  
Corporate Tax ID

#### 3 Bank Information [Edit](#)

Countrv of Bank  
Transit Routing Number  
Your Bank  
Bank Account Number  
Currencv  
Paymode-X Account ID  
Receiver ID

## Agree to the Paymode-X Network Terms of Use

### Paymode-X® Terms of Use

Version 8.0

12/7/2019

Welcome to Paymode-X! This document describes the rights and obligations you have utilizing Bottomline's Paymode-X network.

#### 1. Your Relationship with Bottomline.

- a. Your organization's use of Bottomline's Paymode-X® proprietary software, available at <https://secure.paymode.com/px/login> ("Services") is subject to your agreement to be bound by the terms and conditions set forth herein (the "Terms of Use").

Accept Terms of Use    [Download Terms of Use](#)



**Click Here**

Back




**Click Here**



Submit

9. **Multifactor Authentication** – After submitting your details, you must complete the below steps
- a. Verify your email address by **clicking** on the link in the email sent by Paymode-X / Bottomline
  - b. Verify your phone number in the **personal contact details** section by logging into your Paymode-X account and entering a code that was sent to you via text or answer an automated phone call with the code
  - c. Upload **one** of the below bank document if you selected **Add Bank Account Manually** in **Step 6**
    - i. Top portion of your bank statement with the full account number, business name, and financial institution **OR**
    - ii. A cancelled check from the checking account provided **OR**
    - iii. A letter from your bank verifying the full account number, business name, and financial institution
10. Upon completion of the above steps, Paymode-X’s activations team will begin reviewing/validating your details. **If any of the Multifactor Authentications are not completed, your account will not be activated.**

**Please contact Paymode-X if you have additional questions or need assistance.**

		
<b>Phone</b> 1 877-443-6944 M-F 8 a.m. to 8 p.m. ET	<b>Email</b> <a href="mailto:MemberServices@paymode-x.com">MemberServices@paymode-x.com</a>	<b>Address</b> Paymode-X Member Services 325 Corporate Drive Portsmouth, NH 03801