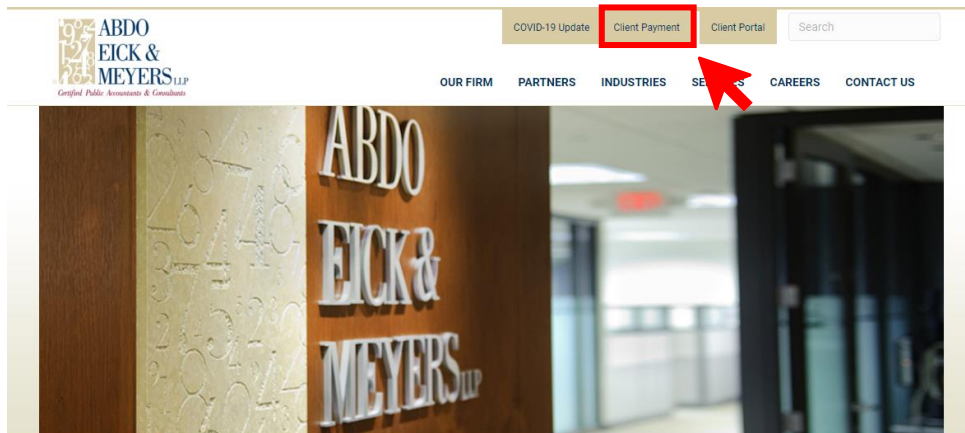


For your convenience, we accept electronic checks, debit and credit cards.

1) Visit www.aemcpas.com

2) Click in the upper right corner on the “Client Payment” button

– **OR**– go directly to our “Log In” page by [clicking here](#)



3) Next you will be directed to our “Log In” page:

A screenshot of the 'Welcome to the Electronic Payment System' login page. The page title is 'Welcome to the Electronic Payment System'. Below the title, it says 'Please enter your User ID and Password and click Log In.' There are two input fields: 'User ID' and 'Password'. To the right of each field is a link: 'Forgot Your User ID?' and 'Forgot Your Password?'. Below the input fields is a red 'Log In' button, which is highlighted with a red box and a red arrow. Below the button are links for 'Register' and 'Pay Without Registering'. At the bottom left, it says 'powered by usbank'. At the bottom right, there are links for 'Customer Service', 'Help', 'Privacy Policy', and 'Security'.

If you have previously registered:

- You will enter your User ID and Password and click on the “Log In” button.

If you have not previously registered, you can click on:

- **Register:** To make a payment and setup a User ID and Password and have your information saved for future transactions.
- **Pay Without Registering:** To make payment without entering User ID and Password and your information will not be saved for future transactions.

4) Fill in the necessary fields on the “Make a Payment” page:

You will need to know your Client ID when logging into the payment portal. You can find this on your invoice or statement.

5) To submit payment:

Click the Continue button and follow the remaining prompts.

Once submitted, a receipt will automatically be emailed to you.

If you need help please contact aem.billing@aemcpas.com or call our billing department at (952) 715-3030.