

# Easy Pay Instructions

Welcome to American 1 Easy Pay!

Use Easy Pay when you want to pay your American 1 loan with your debit card from another financial institution. In order to enroll in Easy Pay, you will need your 6-digit account number and your access code. These payments will generally post to your loan account within 1 to 2 business days.

First time users will need to sign up for Easy Pay. This is separate from American 1 Online Banking. Visit <https://secure4.billerweb.com/acu/inetSrv> to get started and follow the instructions below.

The screenshot shows the top of the American 1 Credit Union website with the tagline "The Best Way to Bank." and links for "Contact Us" and "Sign Up". Below the header is a "Welcome to Easy Pay" section. It instructs users to enter their User ID and Password and click "Log In". A "Please note" section states that payments received Monday through Friday before 8:30 PM EST will post the same day, while payments received after 8:30 PM EST will post the next business day. It also provides a link to "sign up" for users who do not have a User ID and Password. Below this are input fields for "User ID: \*" and "Password: \*", a red "Log In" button, and links for "Forgot your password?" and "Forgot your User ID?".

The diagram shows the American 1 Credit Union logo at the top. Below it, a line is labeled "For". Underneath, three numbers are shown in blue boxes: "272481567", "1800012345605", and "0123". Arrows point from these numbers to labels below them: "Routing #", "Account #", and "Check #".

Your account number will be your base account number. You will not include any loan numbers or share IDs.

For example:  
123456 rather than 18000012345605.

Your account access code is the primary member's birthday followed by their zip code.

For example:  
MMDDYYYYZipcode

The screenshot shows the "Sign Up for Easy Pay" page. It has a progress bar with three steps: "Authenticate User" (completed), "Enter Profile Information" (current step), and "Confirm Enrollment". Below the progress bar, it says "Please complete the information below and click Continue." There are two input fields: "Account Number: \*" and "My Account Access Code: \*". At the bottom are "Continue" and "Cancel" buttons.

**Amer1can** CREDIT UNION The Best Way to Bank. [Contact Us](#)

### Sign Up for Easy Pay

[Authenticate User](#) [Enter Profile Information](#) [Confirm Enrollment](#)

Please complete the information below and click Submit.

#### Login Information

Create a User ID: \*   
Your User ID must be 6 to 32 alphanumeric characters.

Password: \*   
(8 characters or more, at least 1 letter and 1 number, no more than 7 numbers, and no more than 2 consecutive identical characters.)

Re-type Password: \*

Select a hint question that only you know the answer to. If you forget your password, we'll verify your identity by asking your hint question.

Hint question:

Hint answer: \*

#### Contact Information

First name: *	<input type="text"/>	Address line 1: *	<input type="text"/>
Middle initial:	<input type="text"/>	Address line 2:	<input type="text"/>
Last name: *	<input type="text"/>	City: *	<input type="text"/>
Phone number: *	<input type="text"/>	State/Province: *	<input type="text" value="Michigan"/>
Phone number extension:	<input type="text"/>	ZIP/Postal code: *	<input type="text"/>
Email address: *	<input type="text"/>	Country: *	<input type="text" value="United States"/>
Re-type email address: *	<input type="text"/>		

#### Terms and Conditions

[View Easy Pay Terms and Conditions.](#)

☐ No ☒ Yes, I agree to the Easy Pay terms and conditions.

Next you will need to create a User ID and Password, and select a Hint Question.

Several of the required fields will be filled in on your behalf in the Contact Information section, however, you must fill in your email address. After all required fields are completed, slide/click the "Yes / No" button to agree to Easy Pay terms and conditions. Then click submit.

A confirmation page will come up. You will then be directed back to the original log in page. Enter the User ID and Password that you have created.

**Have additional questions about Easy Pay?  
Visit [american1cu.org](http://american1cu.org) and use the  
"Ask American 1" search bar!**