

1. Log into MBA. (<https://www.mybullseyeaccount.com/login>)
2. Select **Payments** from the **Billing** menu.

The screenshot shows the Bullseye account dashboard. At the top, there is a navigation bar with the Bullseye logo, the account ID 002X3X7, and links for Feedback, Contact Us, and Demo. Below the navigation bar, a dark header contains menu items: DASHBOARD, ACCOUNT, BILLING, REPORTING, ORDERS, VOIP, and HELP. The BILLING menu is expanded, showing options for Invoices and Payments. The main content area displays a greeting 'Good Afternoon, Demo!' and the title 'Online Bill Payment'. Below this, a list of account details is shown: Invoice Date: 03/01/22, Invoice Number: 42207531, Invoice Due Date: 03/24/22, Previous Balance: \$5,560.11, Last Payment Date: , Last Payment Amount: , Current Charges: \$5,558.82, and Outstanding Account Balance: . A paragraph explains that users can make payments online and enroll in a monthly recurring payment program to automate their invoice process, with a link to collections@bullseyetelecom.com for more information. A status message states: 'Currently you are not enrolled in the Monthly Automatic Payment program with BullsEye.' At the bottom, there are two buttons: 'Automatic Payment' and 'Payment'.

The Online Bill Payment page is displayed.

3. To sign up for the Monthly Automatic Payment Program, click **Automatic Payment**
-or-

To make a one-time payment, click **Payment**.

Automatic Payments (Recurring).

This selection will have payments automatically withdrawn from the specified bank account each month

1. Select **Automatic Payment** from the Online Bill Payment page.

Monthly Automatic Payment Sign Up

☒ Sign up for Automatic Payments ☐ Sign up Automatic Payments, and make a One-Time Payment

Auto Payment Start Date

03/22/2022

Automatic Payments will be taken up to 5 days prior to the due date.

Check payment

Name on Account

Check Number

Routing Number

Amount (\$..\$)

Monthly Invoice

Account Number

Billing ZIP

Verification No.

Email

User: tmcullen@bullseyetelecom.com

Notes

☐ Send Confirmation Email

☐ I have read and agree to the **BullsEye Telecom Online Payment Terms and Conditions**

☐ Security Deposit ☐ Account Payment

[Click here to Process Transaction](#)

[Cancel](#)

2. Select sign up type.
 - a) Sign up for Automatic Payments.
 - b) Sign up Automatic Payments and make a One-Time Payment.
3. Select the **Auto Payment Start Date**. (Default is today's date.)
4. Fill In all checking information:
 - a) Name on account
 - b) Routing number (9 digits)
 - c) Account number
 - d) Check number (optional)
 - e) If making a one-time payment and recurring payment enter the amount to be paid today in the Amount field. Otherwise, leave it set to Monthly Invoice. (optional)
 - f) Billing ZIP
 - g) Email address. (optional)
 - h) Any notes related to processing. (optional)
 - i) What is the payment for? (optional)
 - i) Security deposit.
 - ii) Account payment.
 - j) Check if confirmation email needs to be sent and enter email address.
 - k) Select the BullsEye Telecom Online Payment Terms and Conditions to review and then check the terms and conditions box.
5. Click the **Click here to Process Transaction** button. A verification number will be provided.

One-Time Payment

This selection will have a single payment withdrawn from the specified bank account.

1. Select **Payment** from the Online Bill Payments Page.

One-Time Payment

Check payment

User: tmcullen@bullseyetelecom.com

☐ Send Confirmation Email☐ Security Deposit ☐ Account Payment

☐ I have read and agree to the **BullsEye Telecom Online Payment Terms and Conditions**

[Click here to Process Transaction](#)

Cancel

2) Fill In all Check payment information:

- a) Name on account
- b) Routing number (9 digits)
- c) Account number
- d) Check number (optional)
- e) Enter the amount to be paid today in the Amount field.
- f) Billing ZIP
- g) Email address (optional)
- h) Any notes related to processing. (optional)
- i) What is the payment for? (optional)
- i) Security deposit.
- ii) Account payment.
- j) Check if confirmation email needs to be sent and enter email address.
- k) Select the BullsEye Telecom Online Payment Terms and Conditions to review and then check the terms and conditions box.

3. Click the **Click here to Process Transaction** button. A verification number will be provided.

See also: [MBA Overview Training](#)