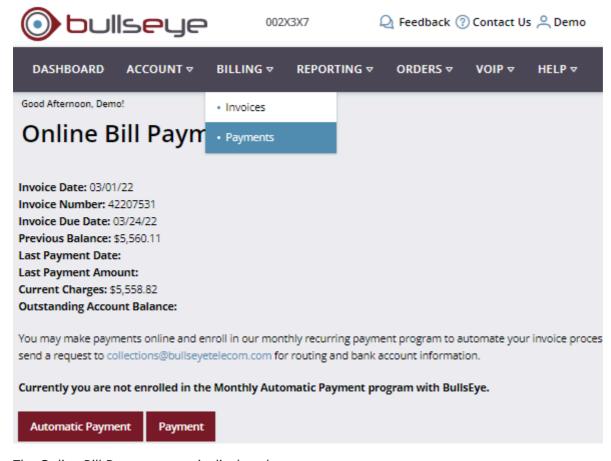1. Log into MBA. (https://www.mybullseyeaccount.com/login)
2. Select **Payments** from the **Billing** menu.

The Online Bill Payment page is displayed.
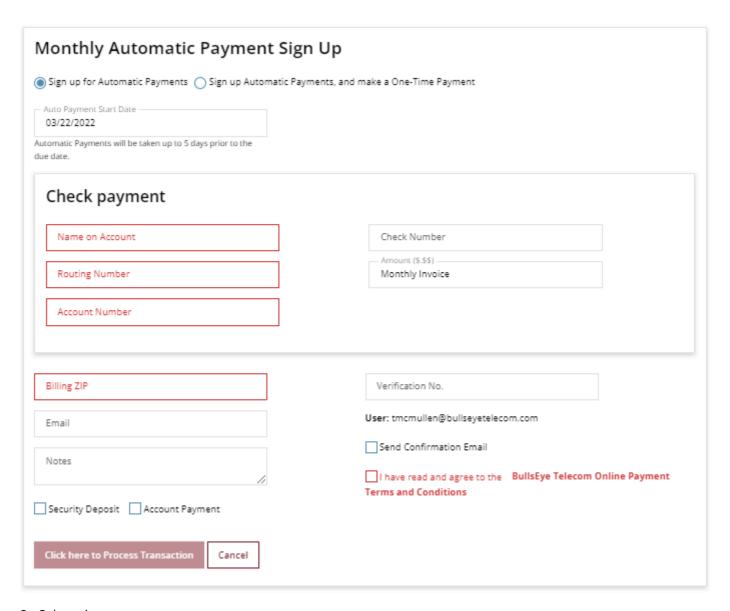3. To sign up for the Monthly Automatic Payment Program, click **Automatic Payment**
   -or-
   To make a one-time payment, click **Payment**.
   Automatic Payments (Recurring)
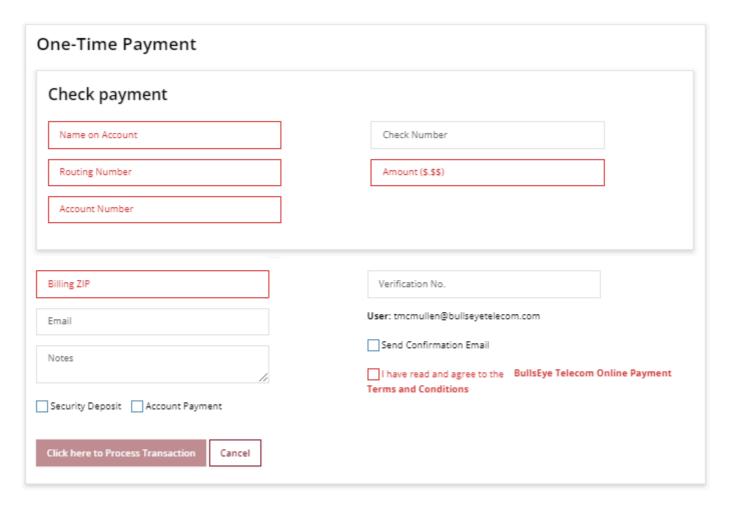***This selection will have payments automatically withdrawn from the specified bank account each month***
1. Select **Automatic Payment** from the Online Bill Payment page.

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 ($.$$)
Account Number		Monthly Invoice

Billing ZIP   Verification No.

Email   **User:** tmcmullen@bullseyetelecom.com

Notes   ☐ 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. 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

Name on Account	Check Number
Routing Number	Amount ($.$$)
Account Number	

Billing ZIP

Verification No.

Email

User: tmcmullen@bullseyetelecom.com

Notes

☐ 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