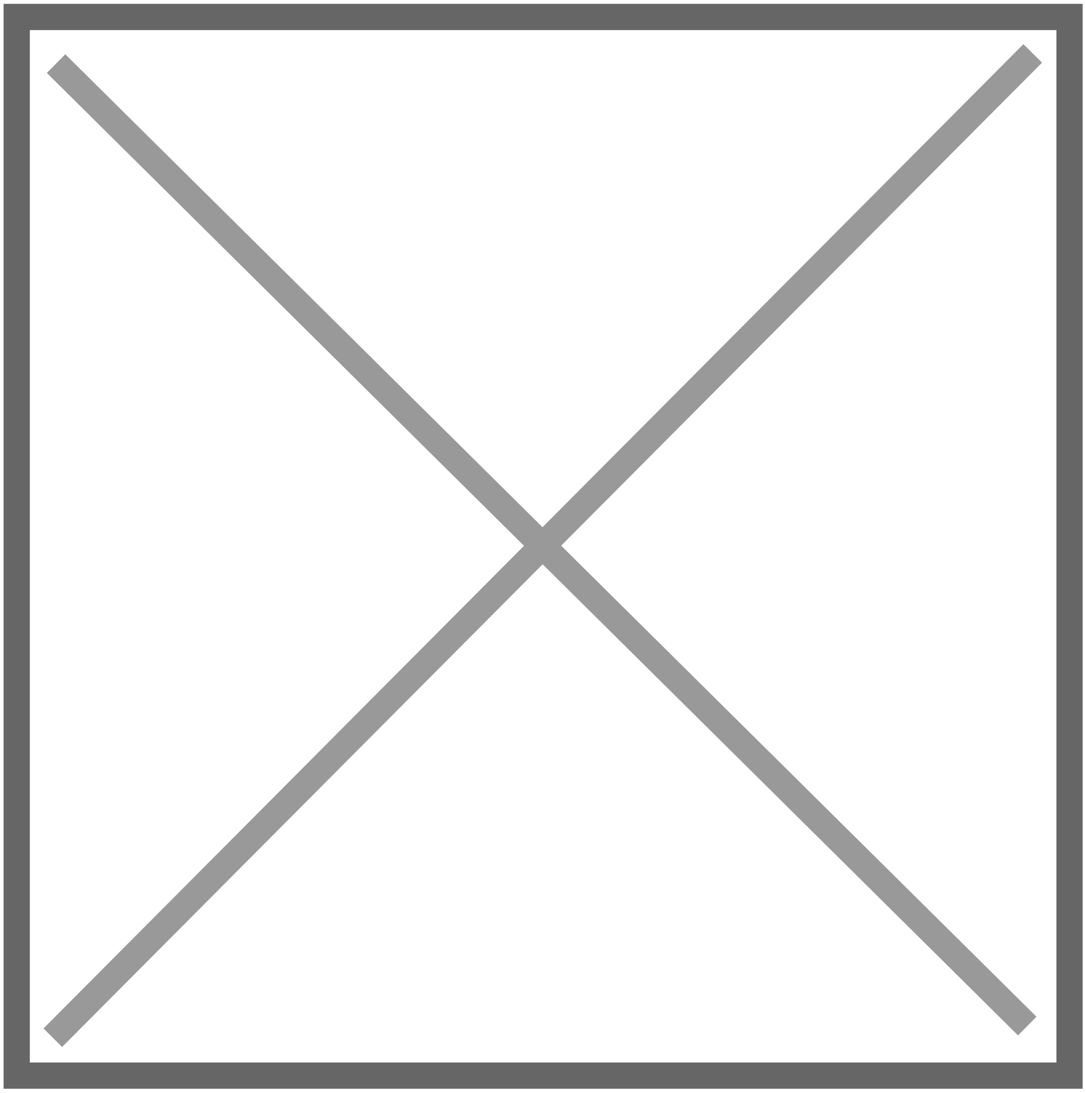
Scribe test - HTML Export

How To Process An ECheck Payment For A Project

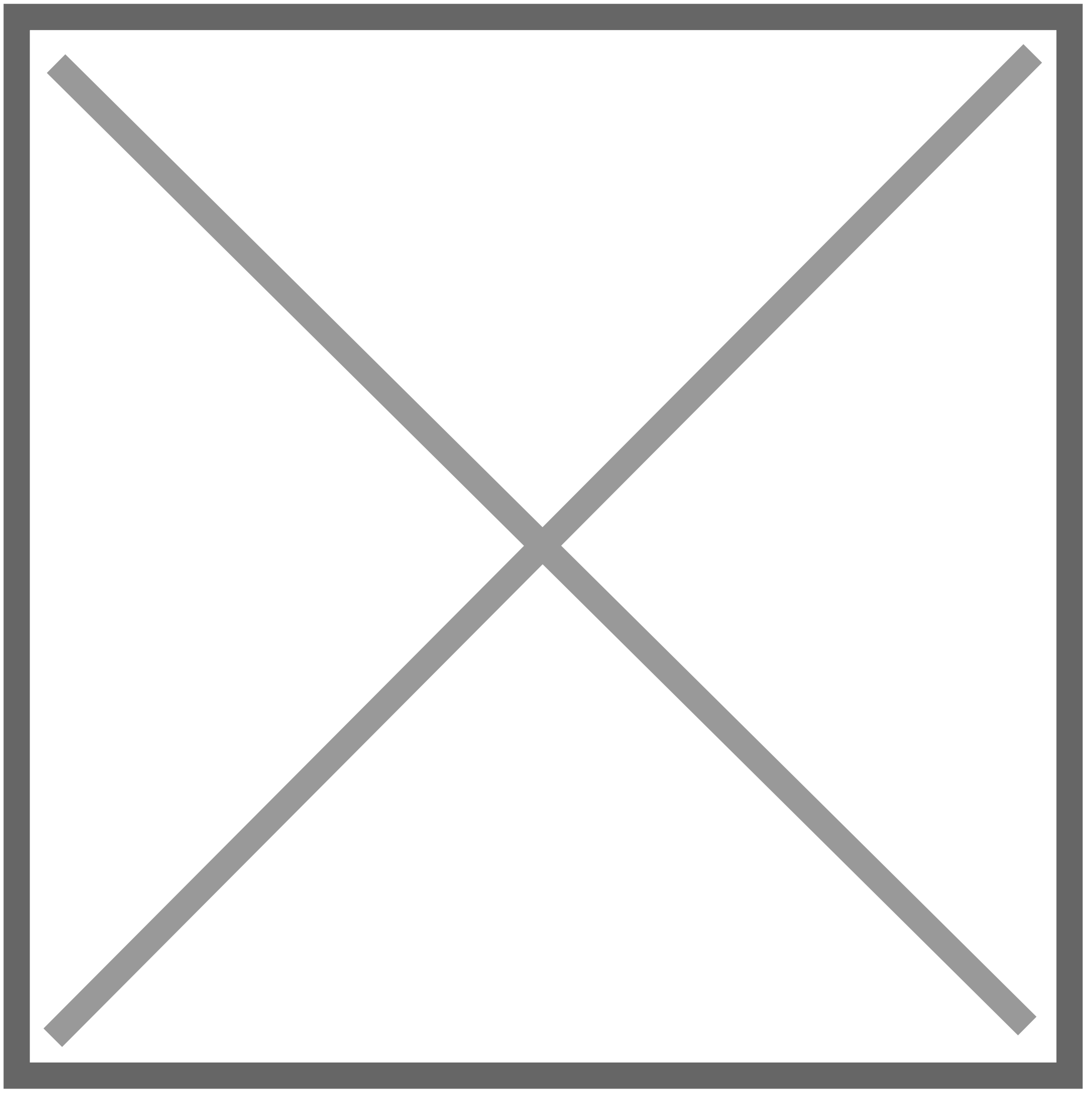
Made by with Scribe

Learn how to securely navigate the project portal and complete a payment using the eCheck method. This guide provides a step-by-step walkthrough to help you successfully settle your outstanding invoice.

1. Navigate to https://master.cts.city/#/login

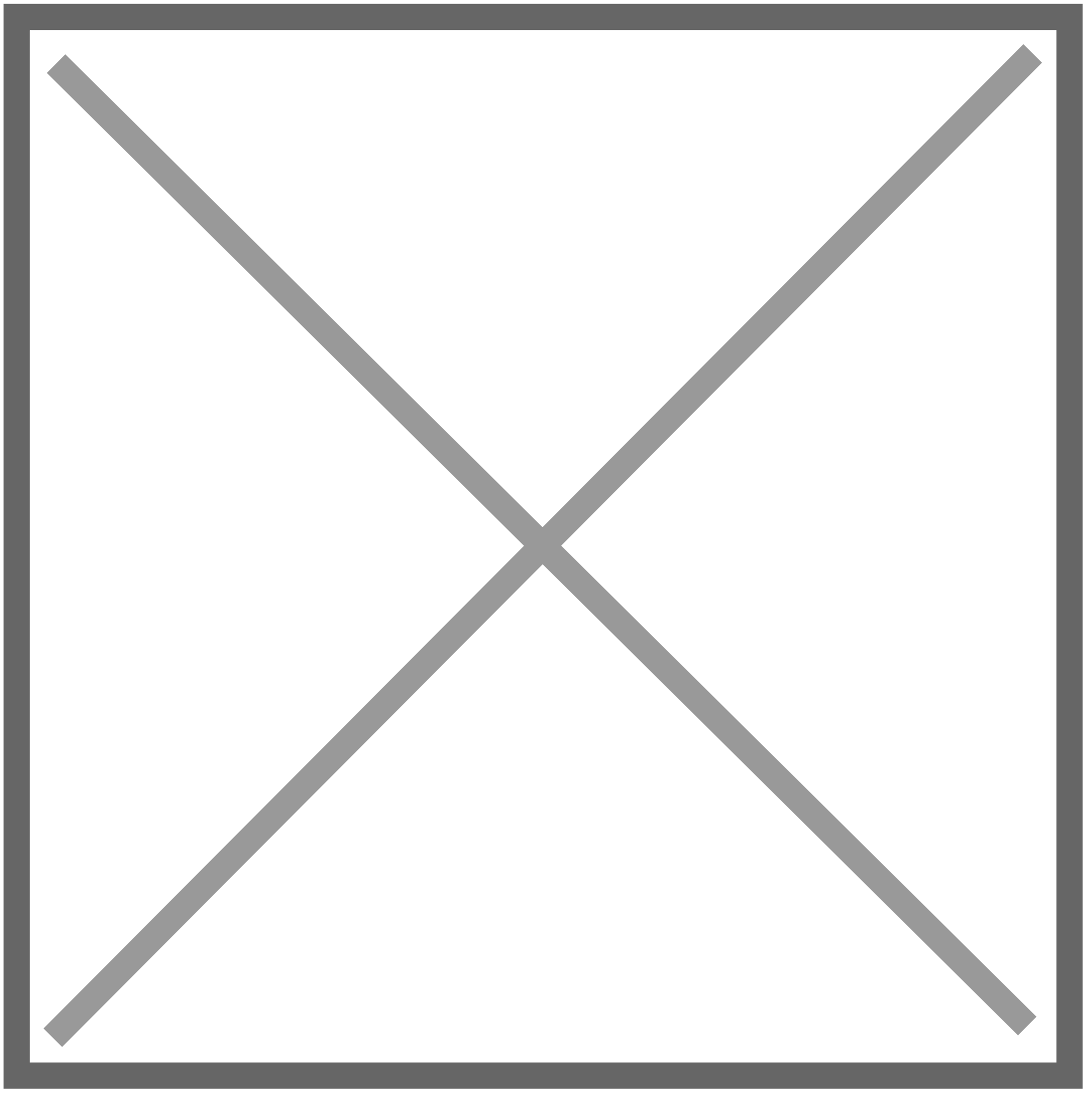


2. Click "Login"



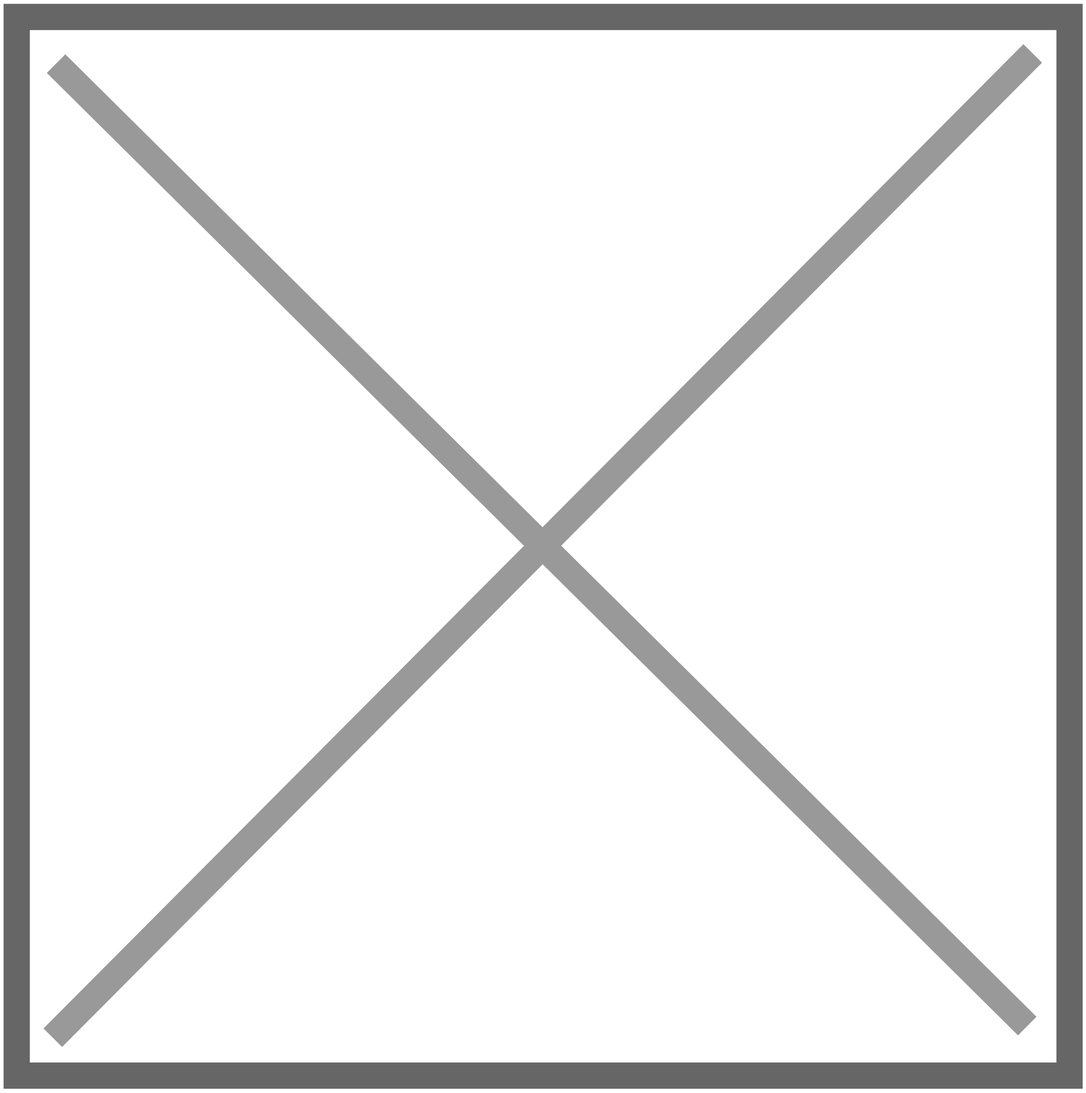
Project Search

3. Click "Projects"

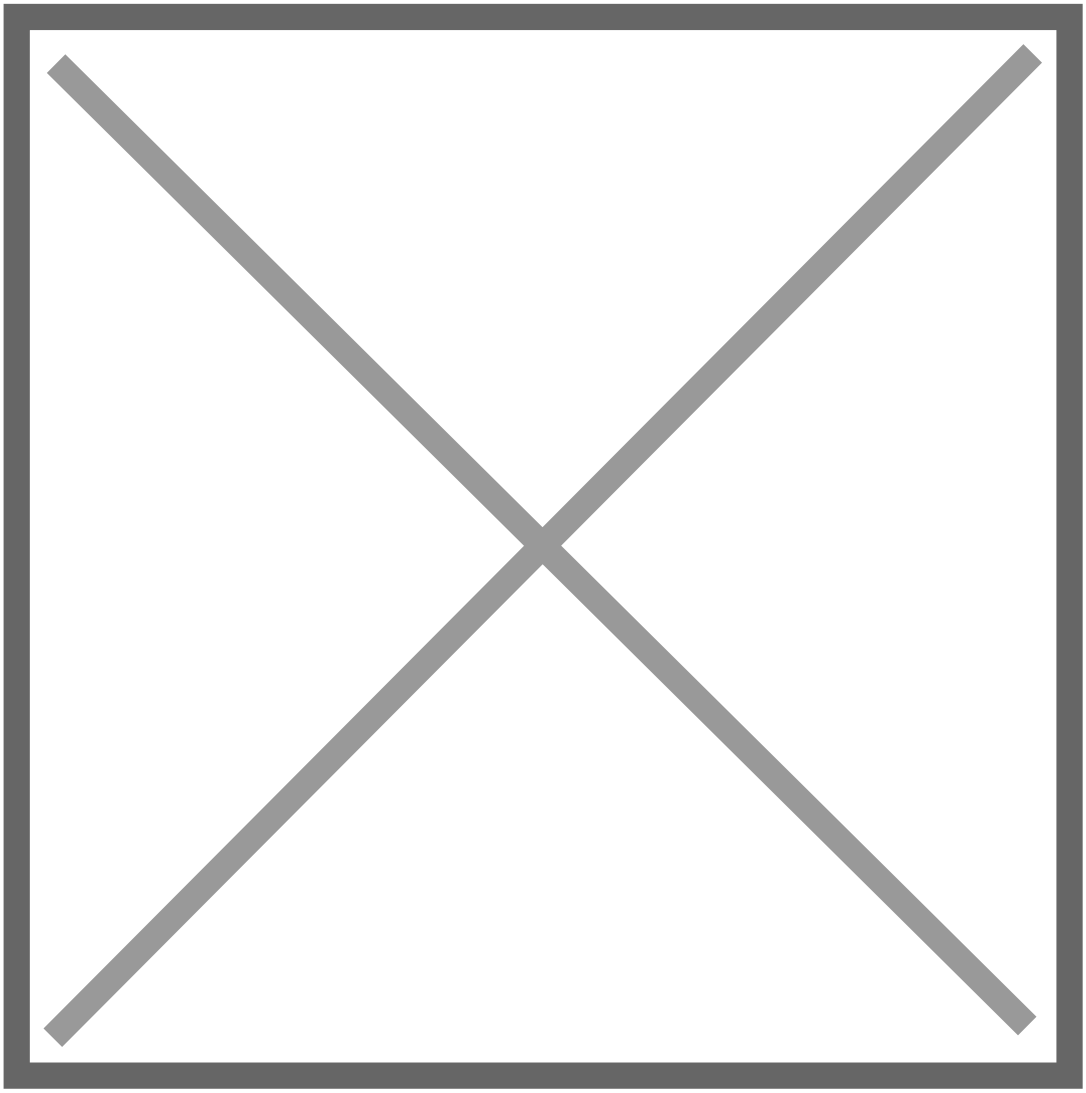


4. Type "025"

5. Click Projects to return to the project list

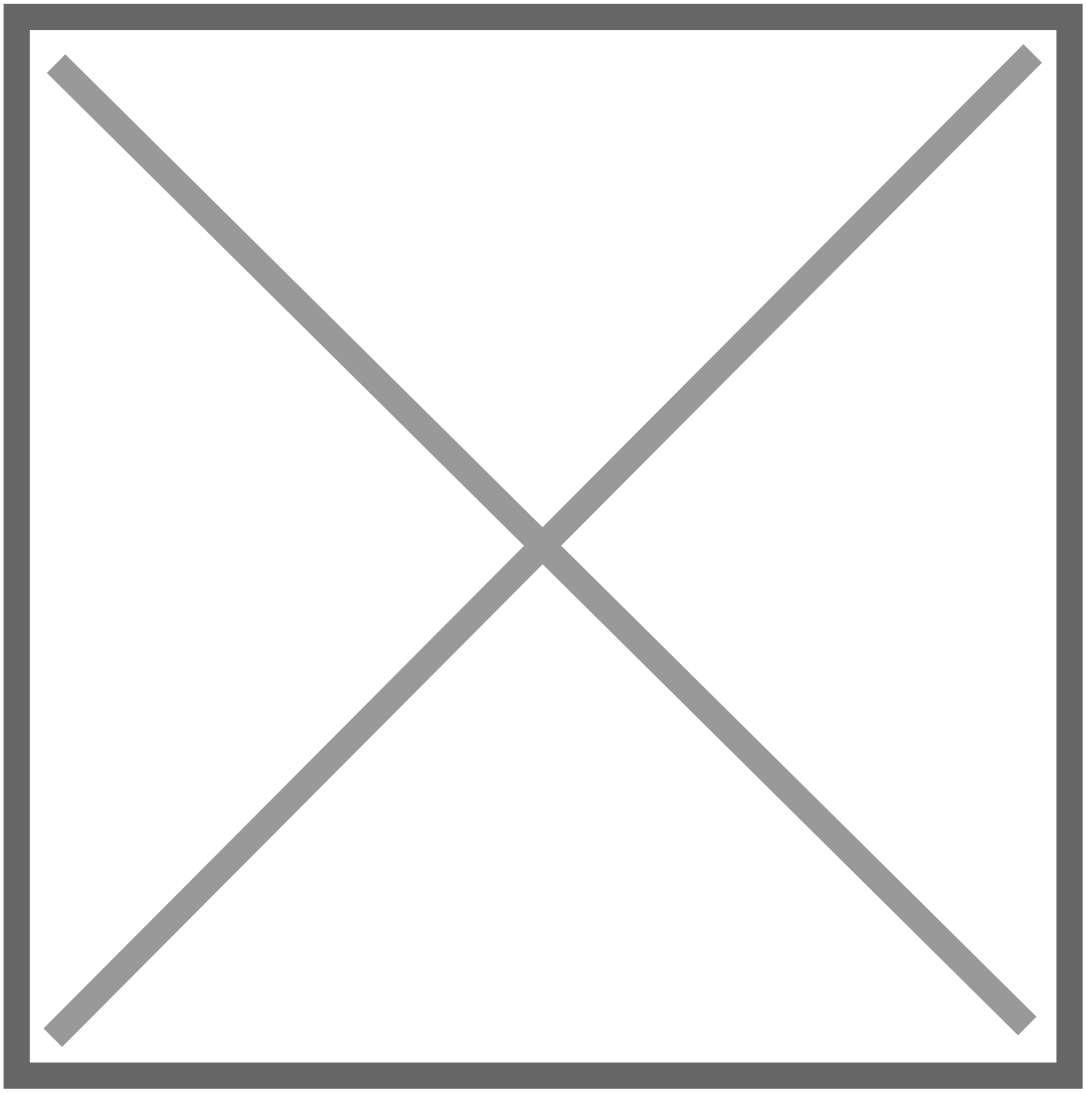


6. Click the X beside the search filter to clear it



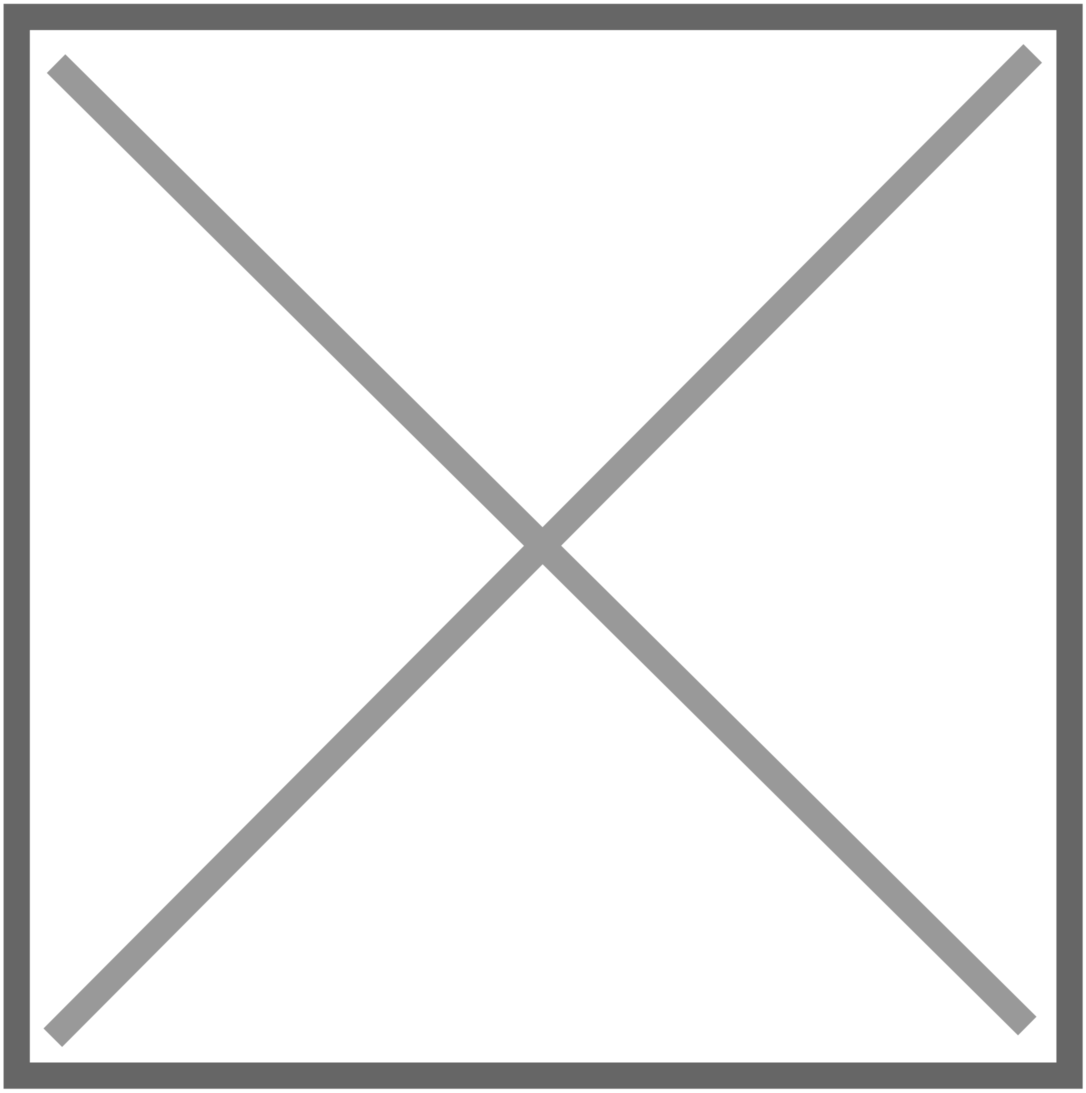
Permit Selection

7. Click 412 12TH AVE

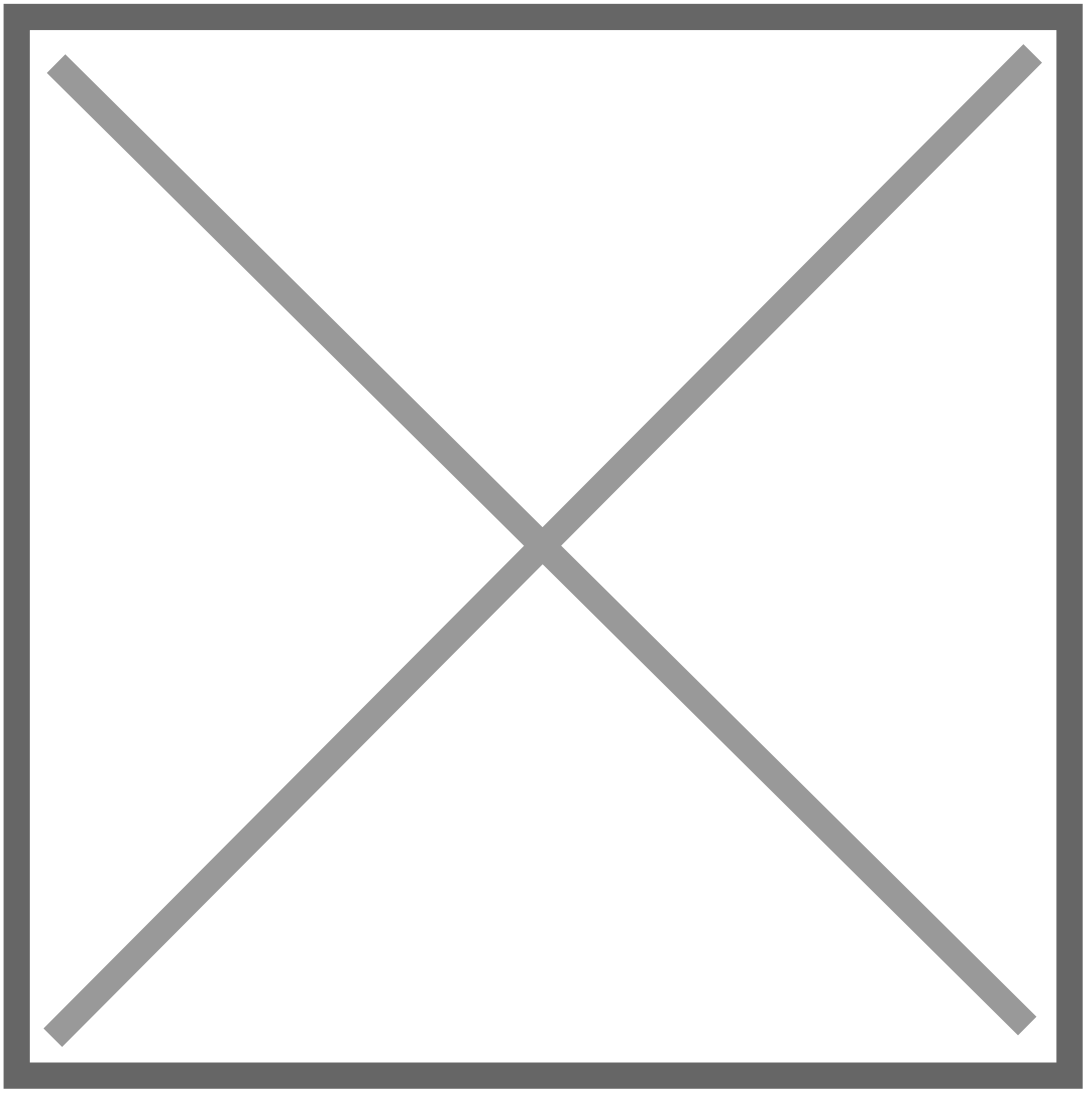


Invoice Payment

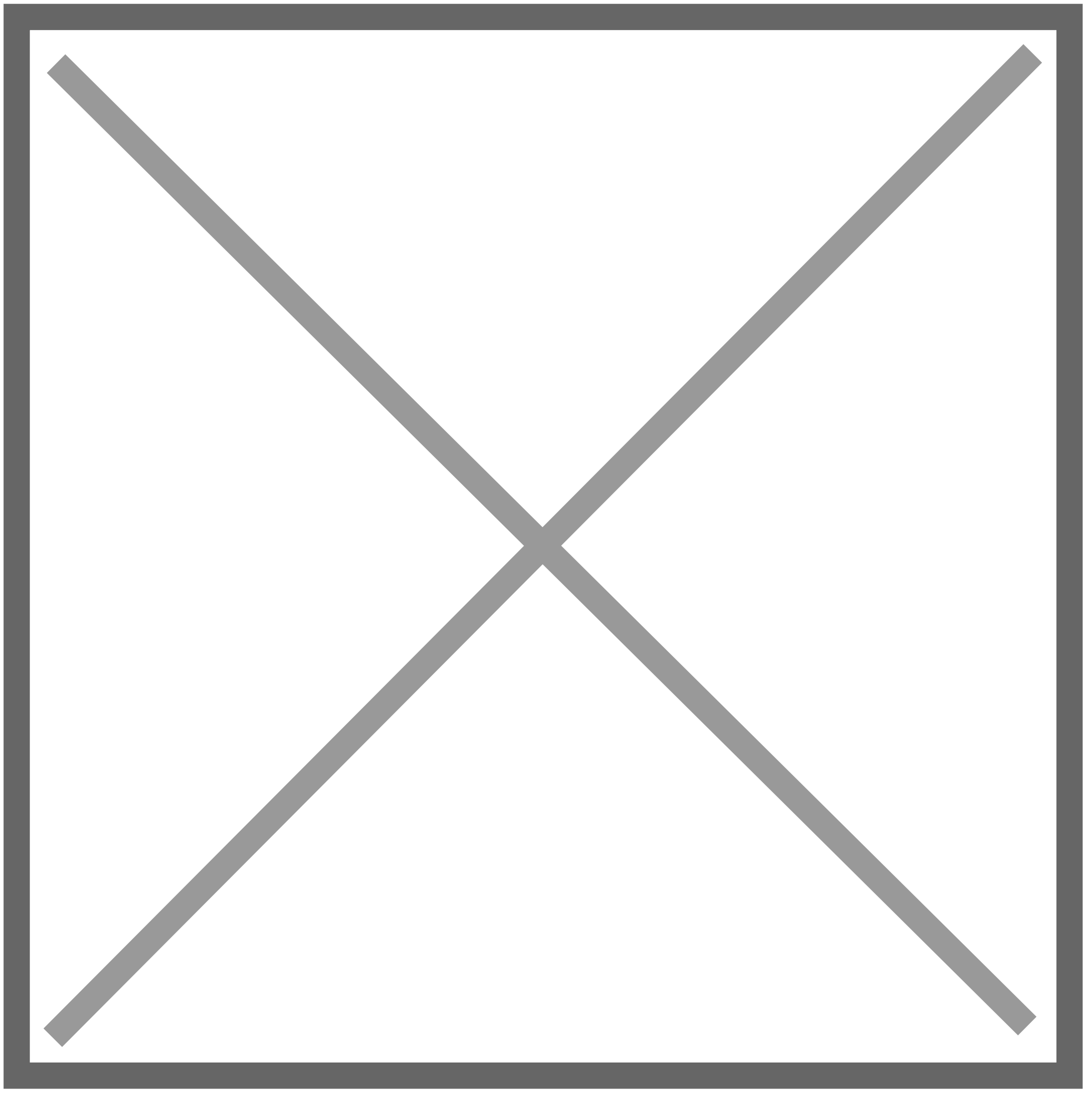
8. Click "Pay Invoice"



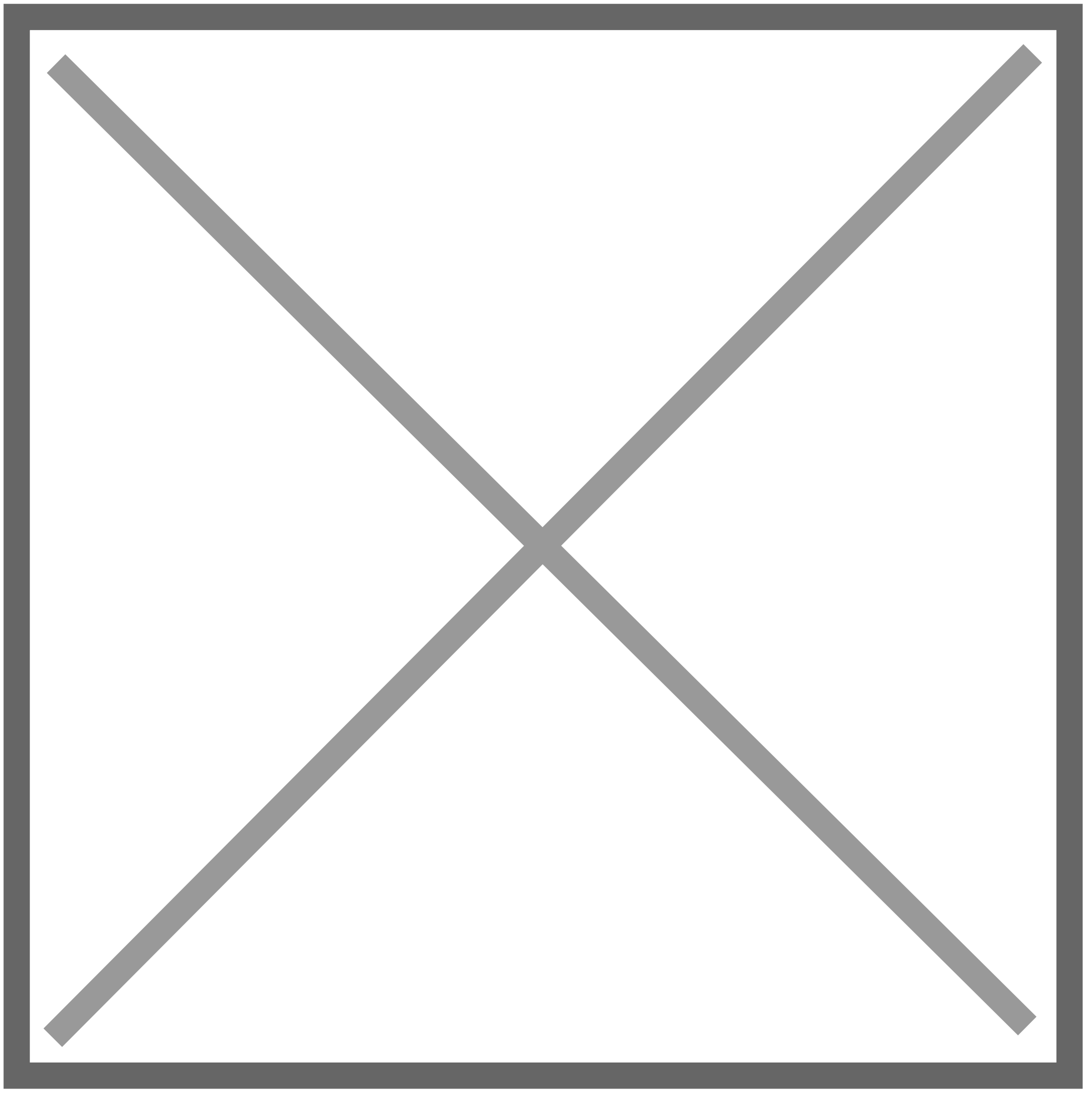
9. Click "eCheck"



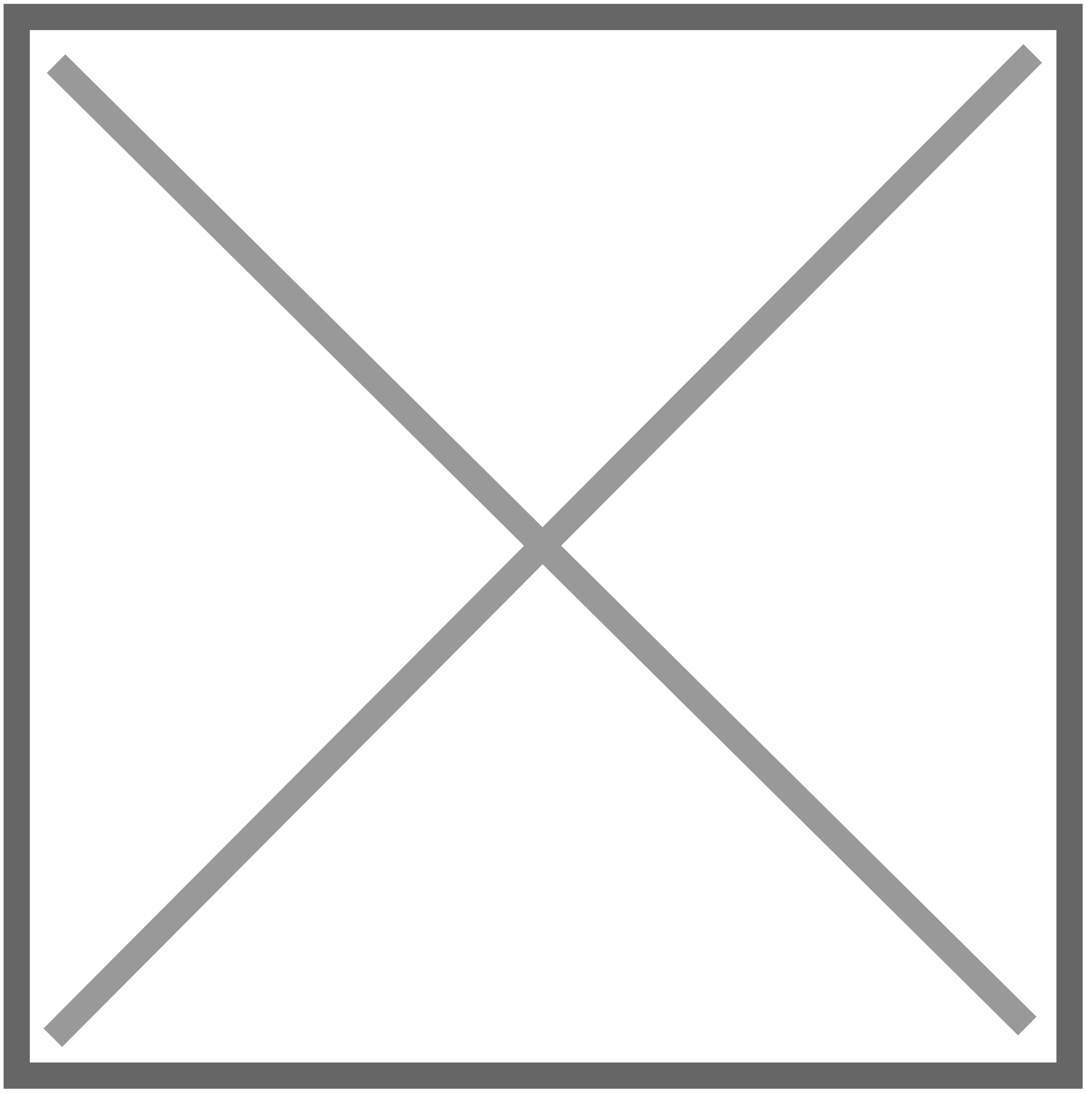
10. Click the "Routing Number" field.



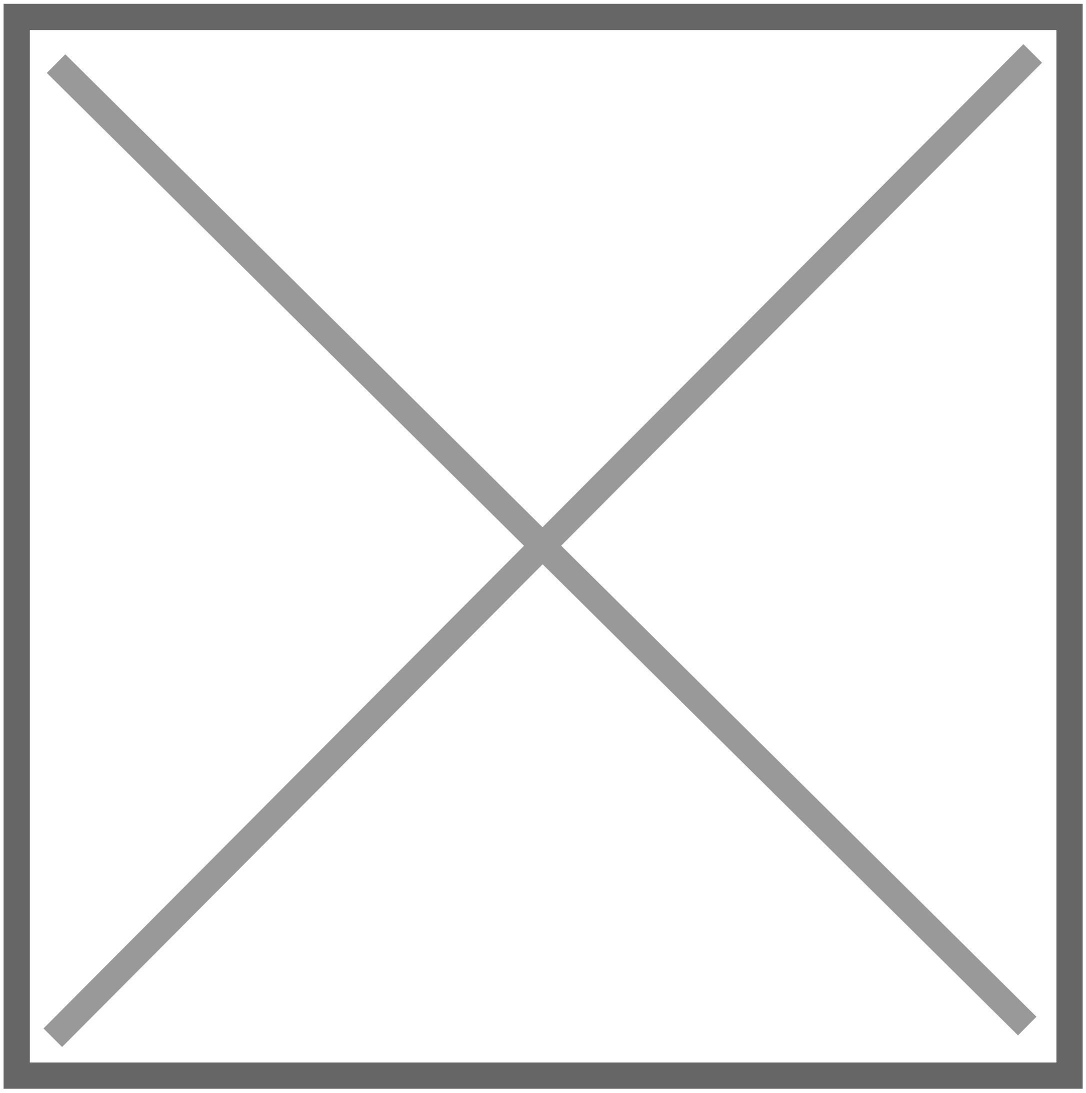
11. Click the "Account Number" field.



12. Click the "Check Number" field.



13. Click "Pay $1.51"



[Made with Scribe]

Revision #1
Created 2026-09-17 11:31:38 PDT by Daniel Smith
Updated 2026-09-17 11:31:59 PDT by Daniel Smith