



(ACH) Payment Authorization Form

This form is an authorization and enrollment form into the **eHousingPlus eHPay Digital Portal**. Participating lenders can set up automatic payment of loan fees due for loans closing/delivered in participating programs and manage the payment easily online.

eHPay is accessed on the **eHP Digital Docs Portal**, a secure web-portal that does not transmit sensitive bank transaction information but provides a secure method to process payments easily and efficiently, saving both TIME and MONEY. There are no additional processing fees when submitting fee payments via **eHP Digital eHPay**.

It's easy and secure! Sign up today to become an eHPay Lender and enjoy the many benefits of this NEW feature. You will save significant time, eliminate errors or duplicate payments, and save on courier fees! Your electronic loan packages will be processed and approved faster. You can make payments for closed loans at any time, including before the delivery of the digital loan file. The system is available 24/7 so you can work around YOUR schedule and time zone.

Just complete this form to get started!

- Contact your Accounting/Administration department and ask an authorized person to complete the form.
- Designate the Authorized Users who will be only users authorized to approve payment of fees
- Save the form as PDF or Scan
- On our eHPay registration page, fill in submission information and upload the form
- Once the enrollment form is reviewed and processed, you will receive a confirmation email. Authorized Users will be set up, and notification of their access will be submitted directly to them.
- For security reasons, a password change will be forced for any existing user that is granted eHPay access.

Here's How eHPay Works:

- You register to authorize eHPay Debits for approved loans for your lending institution.
 - Authorized Users* log into the eHPay Digital Portal and can view loans ready to be paid.
 - Authorized Users* can select one or all loans pending fee payments, and with ONE CLICK, the transaction is approved.
 - Authorized Users can print or download confirmation of any transaction made
 - A History of all payments is available for the lender to view and/or download for audit purposes
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For Accounting:

Your lending institution will be charged the amount indicated on each loan approved in eHPay. The charge will appear on your bank statement(s) as an "ACH Debit" from Housing and Development Services d/b/a eHousingPlus

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This document and any attached materials are not to be disseminated, distributed, or otherwise conveyed throughout your organization to employees without a need for this information or to any third parties without the express written permission of Housing and Development Services, Inc.



Please complete the information below:

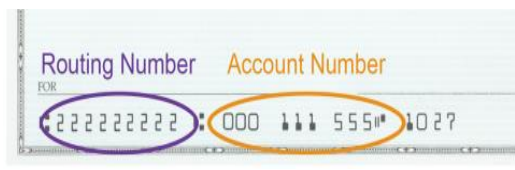
I _____, on behalf of _____
(full name) (lender name)

authorize **eHousingPlus** to register my company for the **eHousingPlus eHPay Program** and debit the bank account indicated below for payment of loan fees due.

I understand that these debits will only be processed for approval by Authorized Users of my lending institution as listed below, for those loans which my lending institution has approved on the eHousingPlus **eHPay Digital Portal**. I further understand that the fees due will be displayed for each loan, providing authorized users the opportunity to verify the **eHPay** transaction, and fee amount(s) prior to submitting approval.

Billing Address _____ Phone# _____
City, State, Zip _____ Email _____

Account Type: Checking Savings
Name on Acct _____
Bank Name _____
Account Number _____
Bank Routing # _____
Bank City/State _____



Authorized eHPay Users:

Name _____ Phone# _____
Title _____ Email _____

Name _____ Phone# _____
Title _____ Email _____

Name _____ Phone# _____
Title _____ Email _____

SIGNATURE _____ DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify eHousingPlus in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that eHousingPlus may at its discretion attempt to process the charge again within 30 days and agree to an additional \$25 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.

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