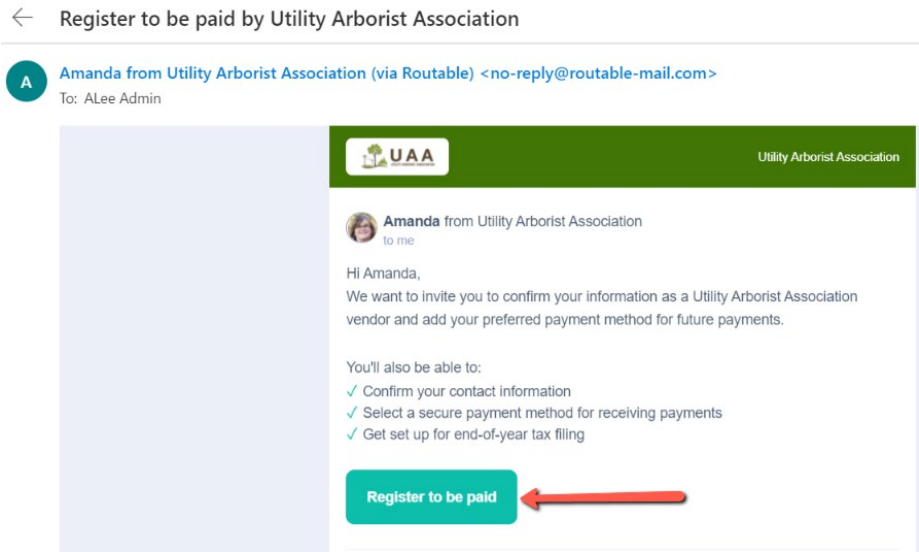
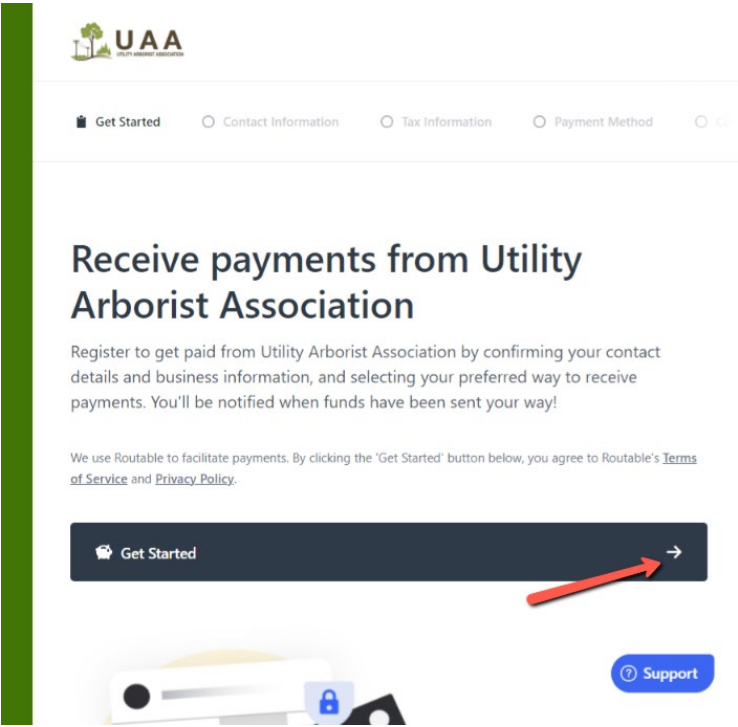


Register to be paid

The UVM Scholarship Program will initiate your vendor status with the UAA. When the UAA Accounting team creates you as a vendor in their system, you will receive an invitation to register. That invitation will look like this:



Click on the 'Register to be paid' button



Select 'Get Started'

Add your contact information

This contact information will be used for future payment communication. If you need to modify your email address, please reach out to Utility Arborist Association.

Your email
admin@aleeconsulting.net

Phone Number
🇺🇸 (651) 999-9999

First name
Amanda

Last name
Consulting

 Save and continue



Your work information may change, and your information will be used for tax purposes. Using personal information will be the best way to ensure that your information stays relevant. The best practice is to use a personal email address and phone number for contact information.

While not required, we ask that you enter your full contact details so we can quickly get hold of you should any complications with your payment arise.

Click 'Save and continue.'

Add your tax information

I represent a business
e.g. Sole proprietorship, LLC, or Corporation

I am an individual
e.g. Contractor or Freelancer

Mailing Address

Street address
209 West Broadway Avenue Apt/Unit/Suite

Country
United States of America

City Forest Lake State Minnesota Postal code 55025

Personal Information

Social Security Number
■■■■■■

Save and continue →

You must enter your individual tax information, including a social security number.

Click 'Save and continue.'



- Get Started
- Contact Information
- Tax Information
- Payment Method

How would you like to get paid?

Add a payment method below to receive payments from Utility Arborist Association. Once saved, any future payments can use the preferred payment method.

Accept with Bank Transfer
Estimated deposit time: Up to 5 business days

1 **Connect bank account** →

Connecting to your bank is the most secure option.

2 **+** Add bank account by entering account and routing numbers

There are two options for entering your bank information

1. Connect bank account
 - a. Using Plaid, select your bank and enter your online banking credentials

The first screenshot shows the Plaid introduction screen with the text: "Routable uses Plaid to connect your account", "Connect effortlessly", and "Your data belongs to you". A "Continue" button is at the bottom.

The second screenshot is titled "Select your bank" and features a search bar and a list of banks: Wells Fargo, U.S. Bank, Huntington Bank, Bank of America, and Chase.

The third screenshot is titled "Enter your credentials" and shows fields for "Username" and "Password", a "Submit" button (highlighted with a red arrow), and a "Reset password" link.

b. Add bank account by entering account and routing numbers

The screenshot shows a modal window titled "Add a bank account" with a close button (X) in the top right corner. At the top, there are two radio button options: "Add a checking account" (which is selected) and "Add a savings account". Below these options is a paragraph of text: "To add your bank account, you will need to verify it with two small micro-deposits. Please make sure you have the correct ACH routing number. [Learn more about types of routing numbers](#)". Underneath the text are three input fields: "Routing number *", "Account number *", and "Confirm account number *". At the bottom left is a "Cancel" button, and at the bottom right is a blue button labeled "Add bank account" with a right-pointing arrow.

Choose either a checking or savings account and enter the routing number and account number

This screenshot shows the same "Add a bank account" modal window, but now the input fields are filled with blacked-out text. The "Routing number" field has a green checkmark on the right. Below it, the text "This is a routing number for: Us Bank Na" is displayed. The "Account number" and "Confirm account number" fields also have green checkmarks on the right. The "Add bank account" button at the bottom right is now highlighted with a red arrow pointing to it, indicating it is the next step in the process.

Once you select 'Add bank account,' your account will go into 'Awaiting verification' status, and you will receive the following information and instructions

Add a bank account



Confirmed

Your bank account is awaiting verification. Here are next steps:

- 1 We have made two small deposits to your bank account. These would be reflected in your bank statement in 1-2 business days.
- 2 Before payments can be initiated from this account we will need you to verify the amounts that were credited.
- 3 If you don't see two small credits in 3 business days, please contact support and we'll help get this issue resolved.

All done

You will receive an email verification regarding this action. Please follow up and finalize the process.

Once the deposits are likely in your account you will receive another email.

← Please verify your bank account



Utility Arborist Association (via Routable) <no-reply@routable-mail.com>



To: ALee Admin

Fri 6/10/2022 6:31 AM



Utility Arborist Association

Utility Arborist Association team
to me

Hi Amanda,

You recently linked your bank account ending in ***[REDACTED] and is now in the process of being verified.

Two small deposits under \$1.00 should now appear on your bank statement. Please check your bank statement for these two small deposits and verify your bank account by entering the amounts on the bank account verification page.

[Verify bank account](#)

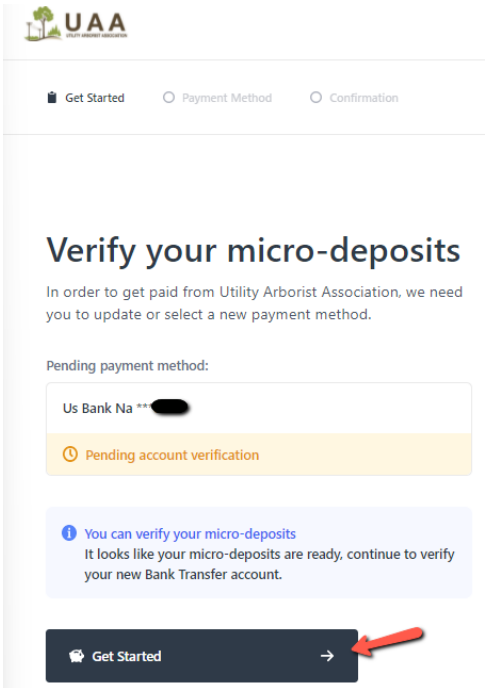
Referring to bank account:

Bank	Us Bank Na
Account number	Ending in ** [REDACTED]
Account type	Checking
Status	● Unverified

Was this action not prompted by you?

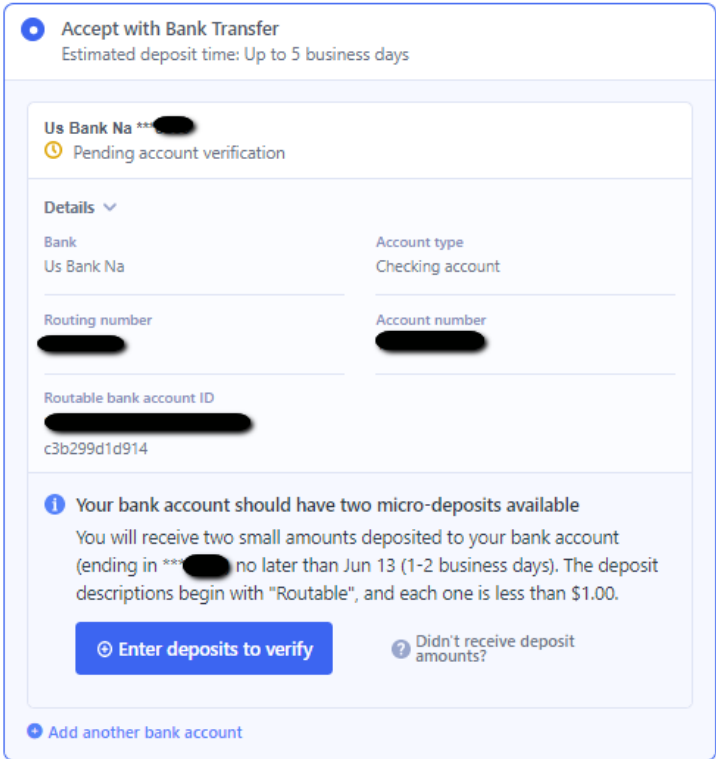
If you did not ask for this bank account to be added, please contact our payments partner at chat@routable.com as soon as possible to help protect your account.

Click 'Verify bank account'



Select 'Get Started' to verify your micro-deposits.

You'll be able to verify your banking information again



Select 'Enter deposits to verify'



Verify bank account ✕

Please enter the two small amounts we deposited into your bank account. The deposit descriptions begin with "Routable", and each one is less than \$1.00.

Deposit amount 1 *

Deposit amount 2 *

In your bank account you will see two small deposit transactions which, depending on your bank, should look similar to this:

6/10/2022		Electronic Deposit 06/10 Routable, Inc.	+ \$0.07
6/10/2022		Electronic Deposit 06/10 Routable, Inc.	+ \$0.09

***Note: the amounts of the two deposits will vary, but each one will be less than \$1.00.*

Once both your deposit amounts have been entered, click 'Verify bank account.'

You should now see a green checkmark and 'Active' under your bank name and last-4 digits of your account number.

How would you like to get paid?

Add a payment method below to receive payments from Utility Arborist Association. Once saved, any future payments can use the preferred payment method.

Accept with Bank Transfer
Estimated deposit time: Up to 5 business days

Us Bank Na [redacted]

Active

Details ▾

Bank	Account type
Us Bank Na	Checking account
Routing number	Account number
[redacted]	[redacted]
Routable bank account ID	
[redacted]	
c3b299d1d914	

Add another bank account

Accept a Check
Arrival time: 7-10 business days

Use this payment method to accept all pending payments from Utility Arborist Association

[Confirm payment method →](#)

Click 'Confirm payment method' and you should receive the following confirmation screen

Completed

Nice work, you're set up to receive payments from Utility Arborist Association!

You will receive an email shortly to [redacted] confirming your registration. Future payments can be deposited in your preferred account.