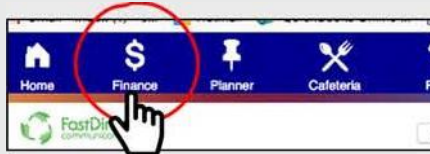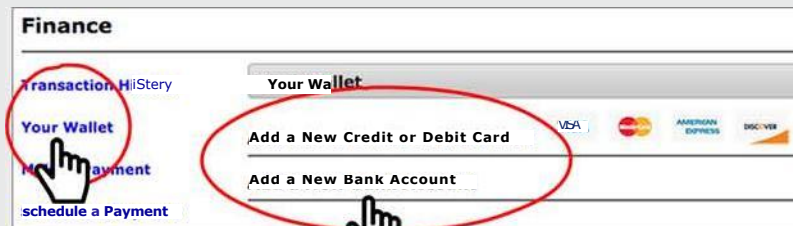**FastDirect PAYMENTS** (sidebar)

FDPay: How to Make a Payment

In FastDirect Communications

1 Click the Finance Icon found in the top navigation bar as shown below:

2 Click **Your Wallet** and then click **Add a new credit card or debit card** or **Add a new bank account** as shown below. You can add payment methods in this section.

3 Click **Make a Payment, enter amount next to the account you are paying.** Click **Calculate and Total** (as shown below), and then click **Submit Payment.**
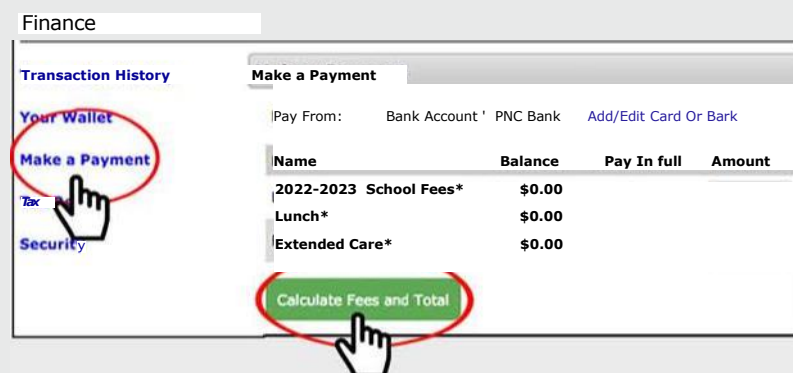
4 The System will confirm that your payment was processed by displaying a receipt on the same screen (Make a Payment screen). The system will also update your account balance, and send a copy of the receipt via FDmail.