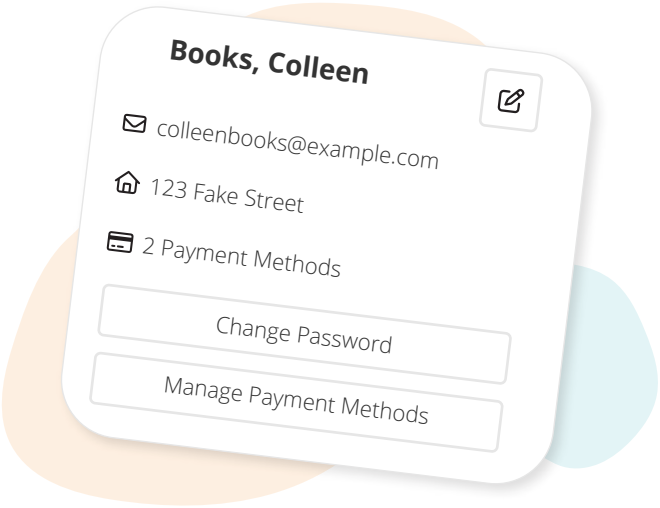
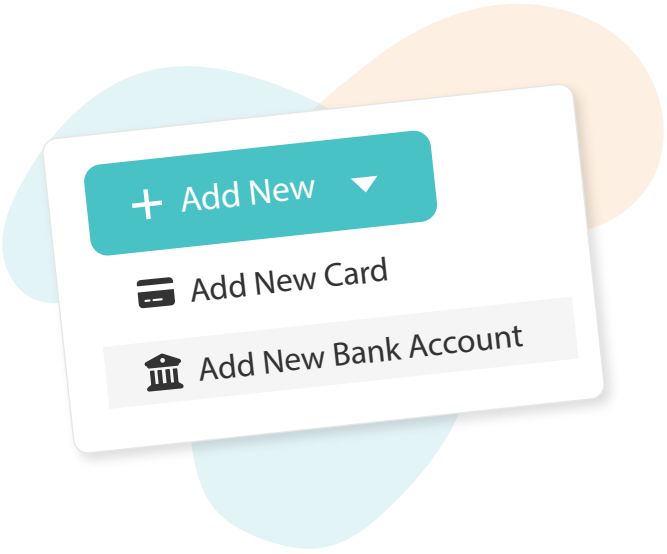
How to...

Add a Bank Account

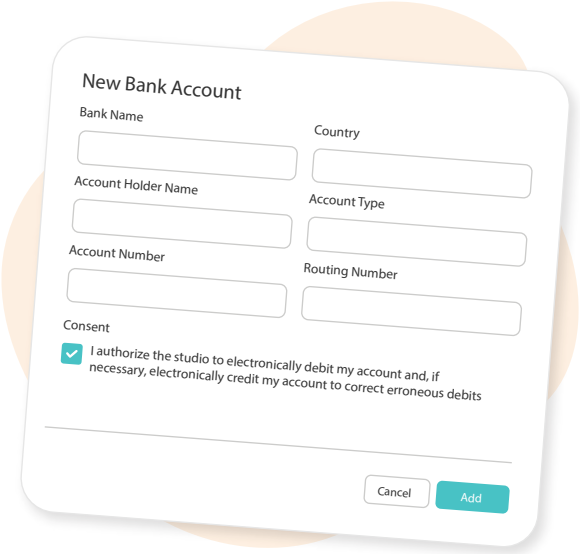
Click your name in the top right corner, then **"My Preferences"**



Click **"Manage Payment Methods"**



Click **"Add New"**, then **"Add New Bank Account"**



Fill in your bank details, then click **"Add"**

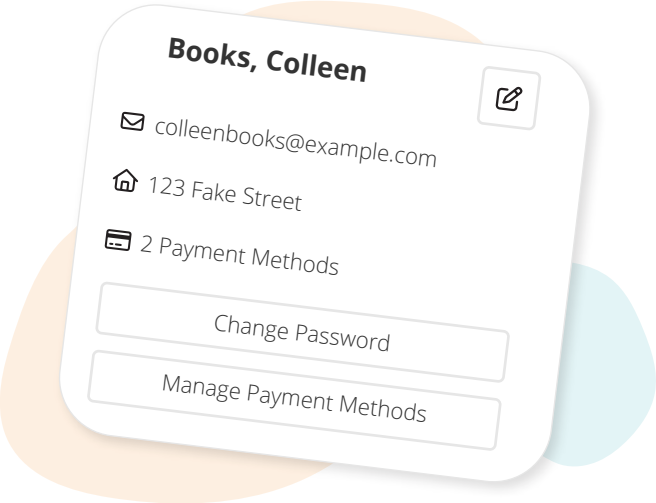
More questions? Click the question mark in the top right corner to open the in-app Help Center

TutorBird

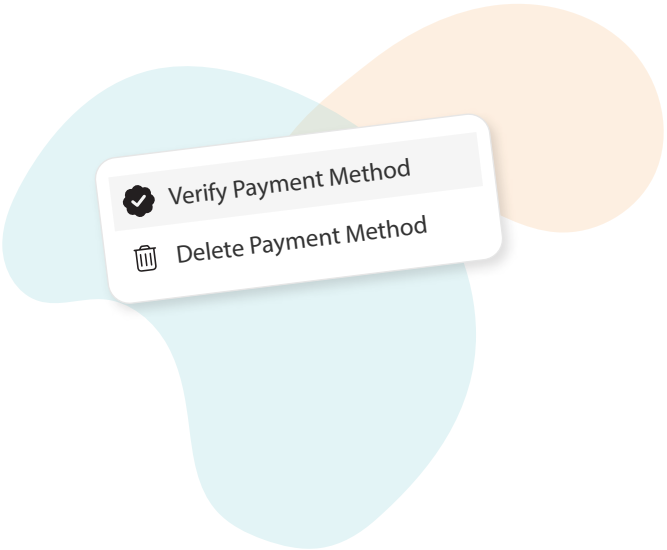
How to...

Verify a Bank Account

Click your name in the top right corner, then **"My Preferences"**



Click **"Manage Payment Methods"**



Click the 3 dots next to the bank account, then **"Verify Payment Method"**

Or click the **"Unverified"** label

Enter the deposit amounts from your bank account in the **"Verification Deposit"** fields, then click **"Save"**

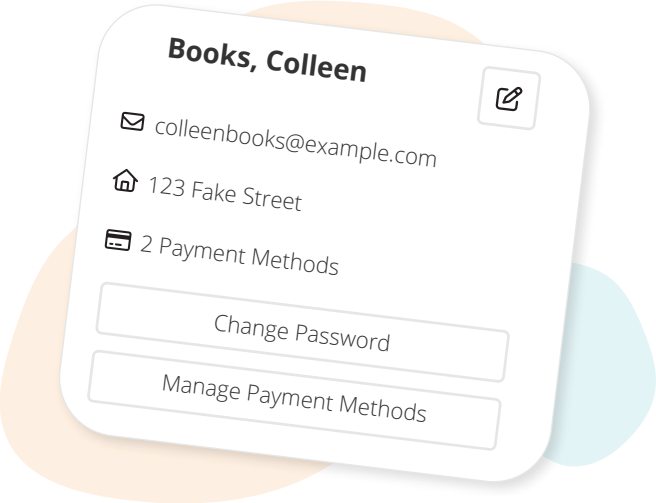
More questions? Click the question mark in the top right corner to open the in-app Help Center

TutorBird

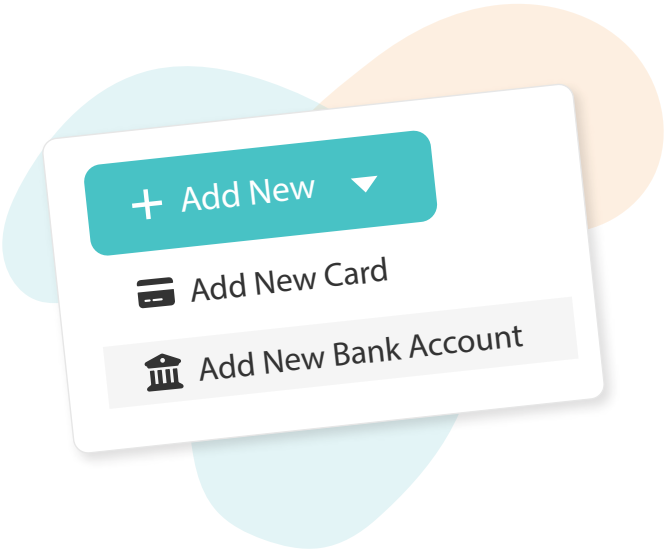
How to...

Add a Bank Account with Auto Pay

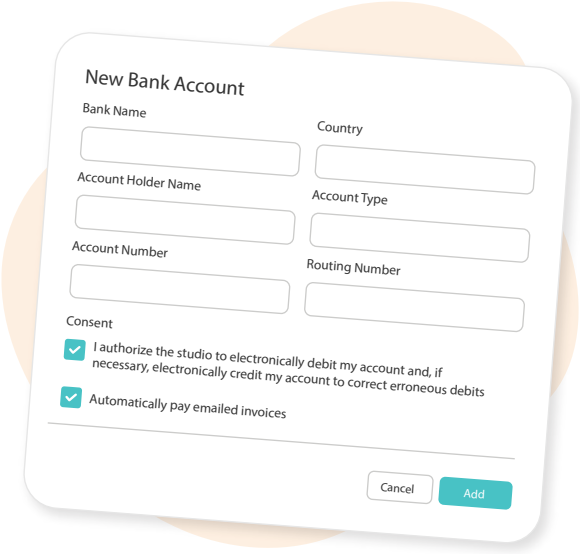
Click your name in the top right corner, then **"My Preferences"**



Click **"Manage Payment Methods"**



Click **"Add New"**, then **"Add New Bank Account"**



Fill in your bank details, and select **"Automatically pay emailed invoices"**, then click **"Add"**

More questions? Click the question mark in the top right corner to open the in-app Help Center

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