

To make a one-time ACH payment without setting up auto-pay, first [log in](#) to the member portal.

Click on “Setup Auto Pay”:

THE CLUB AT GLENMORE

The screenshot shows the 'Club News' member portal. On the left is a vertical sidebar with several menu items: Club News (highlighted in green), Book Tee Times, View Current Tee Sheets, Profile Settings, Setup Auto Pay (indicated by a red arrow), One Time Payment, Purchase History, Payment History, and Monthly Minimum. The main content area on the right has a dark blue header with 'Club News' in white. Below the header are sections for 'New Member Portal', 'Dining Info & Daily Specials', 'Upcoming Events', 'Golf', and 'Club Contacts', each with a 'click for more info...' link.

Click on “Add ACH Details” and fill in the fields on that screen:

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[Logout](#)


The screenshot shows the 'Setup Auto Pay' screen. At the top, there are three tabs: 'Saved Wallets', 'Add New Card', and 'Add ACH Details' (indicated by a red arrow). Below the tabs are several form fields: 'Business Account' (checkbox), 'Name' (First Name and Last Name), 'Routing No.', 'City', 'Account Type' (radio buttons for Checking and Savings), 'Bank Account Info', 'Street Address', 'State', and 'Zip Code'. At the bottom, there is a green button labeled 'Add Account'.

Click on “One Time Payment,” then enter the amount you’d like to pay under “Submit Amount,” then click on “Add to Account”:

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One Time Payment

- Club News
- Book Tee Times
- View Current Tee Sheets
- Profile Settings
- Setup Auto Pay
- One Time Payment
- Purchase History
- Payment History
- Monthly Minimum

 Current Balance
\$ -3

Submit Amount

ADD TO ACCOUNT

View Bills Start Date End Date

S.No.	Invoice ID	Opening Balance	Closing Balance	Start Date	End Date	Payment Due Date	Action
1	15195	-3	-3	05/03/2022	05/31/2022	06/25/2022	Download
2	10829	0	-3	04/04/2022	05/02/2022	06/01/2022	Download

Under “Saved Wallets,” choose your ACH account, then click “Proceed to Checkout”:

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One Time Payment


- Club News
- Book Tee Times
- View Current Tee Sheets
- Profile Settings
- Setup Auto Pay
- One Time Payment
- Purchase History
- Payment History
- Monthly Minimum

Select Payment Method


Total Payment to be made:

Saved Wallets

Test Test

 Account No : 0021
Routing No : 0021


Test Test

 9299
Credit Card

Test Test

Account No : 0021
Routing No : 0021

Test Test

 9299
Credit Card

Proceed to Checkout

Then, once your payment has processed, click on "Setup Auto Pay," and under "Saved Wallets" remove your ACH account:

THE CLUB AT GLENMORE

The screenshot displays the 'Setup Auto Pay' interface. On the left is a vertical sidebar with menu items: Club News, Book Tee Times, View Current Tee Sheets, Profile Settings, Setup Auto Pay (highlighted in green), One Time Payment, Purchase History, Payment History, and Monthly Minimum. A red arrow points from the 'Setup Auto Pay' menu item to the main content area. The main content area has a dark header 'Setup Auto Pay' and a sub-header 'Saved Wallets' (circled in red). Below this are two tabs: 'Add New Card' and 'Add ACH Details'. Under 'Add ACH Details', there are two entries. The first entry, titled 'Test Test', shows 'Account No : 0021' and 'Routing No : 0021', with a 'Remove ACH Account' button circled in red. The second entry, also titled 'Test Test', shows '9299 Credit Card' and a 'CVV Code' field, with 'Edit Card' and 'Remove Card' buttons.