

# SIMPLEPAY CONSIGNOR ACCESS GUIDE

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## A CONSIGNMENT STORE SOFTWARE GUIDE

SimplePay is the latest feature coming to your consignor access. With SimplePay you, as a consignor can opt in to have your earnings paid directly to your bank account instead of via check or cash. This system will work identically to direct deposits you may receive from a job or social security.

# HOW TO SET UP SIMPLEPAY

If your store has set up SimplePay a new option will be added to your sidebar titled "SimplePay" by clicking here you will be prompted to enter some information. The first set of questions will be used to set up your account, SimplePay uses a third party payment processor, so neither your consignment store, nor their software is ever storing any of your bank account information.



**Columbia**  
3102 Vandiver Dr  
Columbia, MO

Navigation

- Dashboard
- Activity
- Items
- Item Entry
- Contract
- SimplePay NEW**

Your store has made SimplePay available to you, which means you can sign up to receive consignor payouts directly to your bank account via ACH.

We just need some basic information to set it up for you!

Email

First Name  Last Name

**Continue**

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After entering your email, first name and last name, click continue and you will be prompted to enter your bank account information. This will include your routing number and account number. This is needed so that the payment can be sent directly to your bank account.



Store Columbia

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Enter information for the account where you wish to receive consignor payouts.

Account Nickname\*

Account Type\*

Routing Number\*

Account Number\*

Confirm Account Number\*

**+ Add Bank**

\* = Value cannot be blank

**Routing Number:** This is always 9 digits long. (points to 000123456789)

**Account Number:** This can be up to 17 digits long. (points to 0123456789)

CHECK  
YOUR NAME \_\_\_\_\_ DATE \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_  
PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_ DOLLARS  
FOR \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_  
000123456789 0123456789 01234 BANK NAME \_\_\_\_\_

Once you have double checked that all of your bank account information, go ahead and click "add bank" this will add your bank account to your SimplePay account. Your SimplePay account will now feature the bank account you connected. This will automatically unlock the SimplePay feature for your consignment store the next time they begin the payout process.

A screenshot of the ConsignorAccess web application interface. On the left is a dark sidebar with a navigation menu. The main content area is light blue and displays a message about ACH payouts. A white box highlights a linked "Checking Account" from "SANDBOX TEST BANK" with "Edit" and "Unlink" buttons. The SimplePay feature is highlighted in the sidebar.

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Your ACH consigner payouts will be deposited into this account:

SANDBOX TEST BANK [Edit](#) [Unlink](#)

**Checking Account**

CHECKING

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Once a payment is processed via ach payout it cannot be retracted unless the payment fails, in which case the most common case is that the bank account information entered into SimplePay is incorrect.

SimplePay can also take anywhere from 2-5 business days to appear in your bank account depending on the bank.