

Announcement: Introducing Our New Online Diocesan Payment Portal for Assessments

We are excited to announce the launch of our new online portal for **Diocesan Assessment Payments** to the Diocese of Texas. This upgrade is an enhancement to mailing checks, bringing a significant improvement for faster, more secure, and more convenient payment processing.

Why the Change?

- **Enhanced Security:** Advanced encryption and fraud protection features keep your information safe.
- **Faster Processing:** Payments are now credited faster and avoid mail delays or being lost in the mail.
- **Better User Experience:** Simplified interface with real-time receipt tracking, payment history and viewing of invoices.
- **24/7 Availability:** Make payments anytime, anywhere, no more business-hours restrictions or search for a check signer.
- **Reporting:** Automatic receipt generation, payment history tracking and clear breakdown of assessment invoices and due dates.

Future assessment payments can be processed through the new portal or by mailing checks to the address below:

Episcopal Diocese of Texas
P.O. Box 4346, Dept. #199
Houston, TX 77210-4346

Access the New Payment Portal

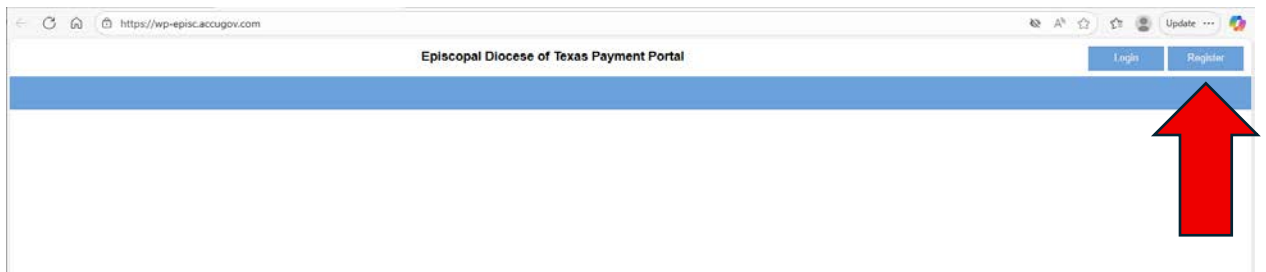
Click the link below to begin using the new system:

<https://wp-episc.accugov.com/>

Example: If you are viewing this document in a digital format, simply click the link above. If printed, type the full URL into your browser: <https://wp-episc.accugov.com/>

Important:

- First-time users will be prompted to create a secure account.
 - Click Register on the top right of the screen



- Come up with a username, enter your email address, create a strong password, and in the drop down select “Invoice”.

- Returning users will log in with the same credentials.

How to Make an Assessment Payment (Step-by-Step Guide)

Follow these simple steps to complete your payment quickly and securely:

1. Visit the Payment Portal, Log In

- o Enter your log in credentials
- o You will need an assessment invoice/document number (found on your latest statement).

2. From the Home Screen:

- o Once the home screen appears, with a menu on the left side of the screen. Under the History drop down, you will find two options.
 - Invoices: This section will show all past and outstanding invoices
 - Select Invoices, which will provide you with the option to select one, or multiple invoices. You can process multiple invoices in one payment, should you wish.
 - Receipts: This section is a history of all past payments

The screenshot shows the 'Episcopal Diocese of Texas Payment Portal'. On the left is a sidebar menu with 'Payment Portal' at the top, followed by a 'History' dropdown containing 'Invoices' and 'Receipts' (which is highlighted). Below 'History' are 'Make Payments' and 'View'. The main content area has tabs for 'Invoices' and 'Receipts'. The 'Receipts' tab is active, showing a 'View' button and a table with columns: St, Receipt, Activity Date (with a dropdown arrow), Type, Reference, Lookup, and Name.

3. To make a Payment

- o Select Pay Invoices
- o Select Invoices you wish to pay
- o Select Next in the top tool bar

The screenshot shows the 'Episcopal Diocese of Texas Payment Portal' at the 'Pay Invoices' screen. The sidebar menu is the same, but 'Pay Invoices' is highlighted under 'Make Payments'. The main content area has tabs for 'Invoices' and 'Pay Invoices'. The 'Pay Invoices' tab is active, showing 'Previous', 'Next', and 'Cancel' buttons. A large red arrow points to the 'Next' button. Below the buttons is a text instruction: 'To make a payment, mark one or more of the invoices below you wish to pay, and press the "Next" button. You will have an opportunity to review your payment before submitting.' Below this is a section titled 'Open Invoices' with 'Erase' and 'All' buttons. A table lists invoices with columns: Mark, Due Date, Invoice, #, Invoice Date, Department, and Description. The first row has a checked checkbox in the 'Mark' column, a due date of 08-31-2025, invoice number 23103, # 0, invoice date 08-01-2025, department <none>, and description TEST ASSESSMENT. A 'Total' row is at the bottom.

Mark	Due Date	Invoice	#	Invoice Date	Department	Description
☒	08-31-2025	23103	0	08-01-2025	<none>	TEST ASSESSMENT
						Total

- o The next screen is where to enter your bank account information

Invoices

Pay Invoices

Previous

Next

Cancel

To make a payment, select one of the payment options below and press the "Next" button. You will have an opportunity to review your payment.

Payment Methods: -- Select payment method

Payment Type: ☒ Electronic Check (EFT / ACH)

Bank Information

Account Type: -- Select one

Routing Number: Verify Routing Number:

Account Number: Verify Account Number:

John Smith

123 Imaginary Ln.
No Name, CO 80808

1234

Date

Pay to the order of:

\$

Dollars

SecondBank of Southwest Florida

17215 Gulf Coast Dr.
Pensacola, FL 11245

Memo:

Authorized Signature

1 2 3 4 5 6 7 8 9 0 1 2 3 4

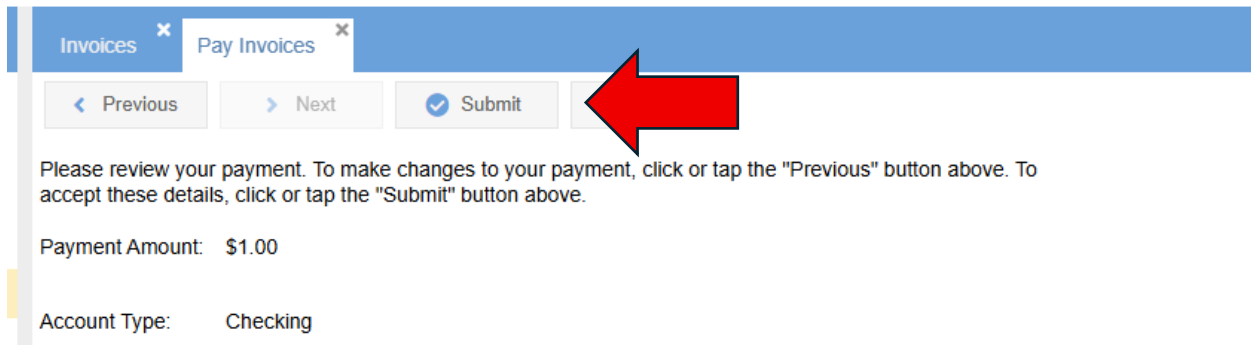
9-digit Routing Number

Account Number

Check Number

- o Then click Next to review and confirm the entered information is correct
- o Finally click Submit

Episcopal Diocese of Texas Payment Portal



The screenshot shows the 'Pay Invoices' tab selected. Below the tabs are three buttons: 'Previous', 'Next', and 'Submit'. A red arrow points to the 'Submit' button. Below the buttons, there is a message: 'Please review your payment. To make changes to your payment, click or tap the "Previous" button above. To accept these details, click or tap the "Submit" button above.' Below this message, it says 'Payment Amount: \$1.00' and 'Account Type: Checking'.

4. Confirmation

- o You will find instantly paid invoices under the History section along with Receipts.
- o Download or print your receipt for your records.

Estimated Time: 2–3 minutes.

Troubleshooting Tips

- **Forgot Password?** Use the “Forgot Password” link on the login page.
- **Technical Issues?** Clear your browser cache or try a different browser/device.

Frequently Asked Questions (FAQs)

Q: Will my saved payment information transfer over? A: No — The payment information will have to be entered for each login and payment.

Q: Is there a fee to use the new software? A: No fee is charged for using this system.

Q: Does the system accept credit cards? A: ACH/bank payments are the only accepted form of payment on the portal. Credit card payments are not accepted.

Q: Can I still pay by check or in person? A: Yes, you can mail checks to:

Episcopal Diocese of Texas
P.O. Box 4346, Dept. #199
Houston, TX 77210-4346

Q: How long does it take to post a payment on the portal? A: It will often take 5-7 days to post to your bank; however, our system recognizes the payment instantly.

Q) Can I schedule recurring/automatic payments? A: No, currently recurring and automatic payments are not an option.

Q) Is it safe and secure to use? A: Yes — the portals use industry-standard security like 128-bit or higher SSL/TLS encryption (look for HTTPS and a lock icon in your browser). Payment information is encrypted during transmission and protected from unauthorized access.

Need Assistance?

Support Contact Information

- o Tabinda Asim, Finance Manager:
 - tasim@epicenter.org
 - 832-240-2344
- o Jonathan Blaker, Director of Treasury
 - jblaker@epicenter.org
 - 713-353-2134

We are here to help make this transition smooth. Please reach out with any questions.

Thank You!

This new payment software is part of our commitment to providing you with the best possible service. We hope that you will find this useful for making Diocesan Assessment Payments.