# HOW TO PAY BY DIRECT DEBIT

To pay your invoices by direct debit, please follow these steps:

1. **Log in** to your ACCOUNT
2. In the upper right corner, click on the **[user initials]** > **Service Subscriptions**
3. Click on **Payments**.
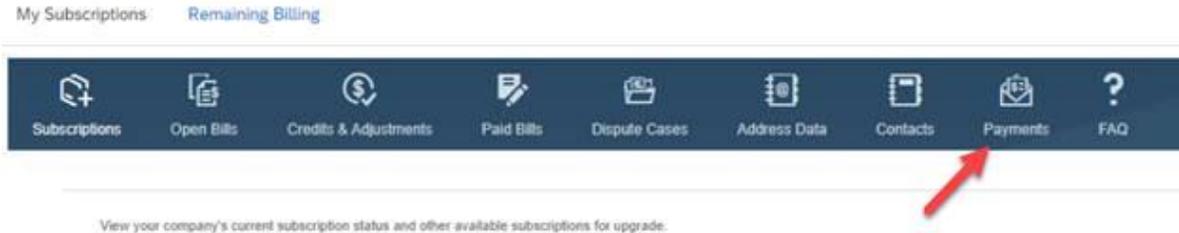


4. Select **Bank Data** and click on **Add Bank**.
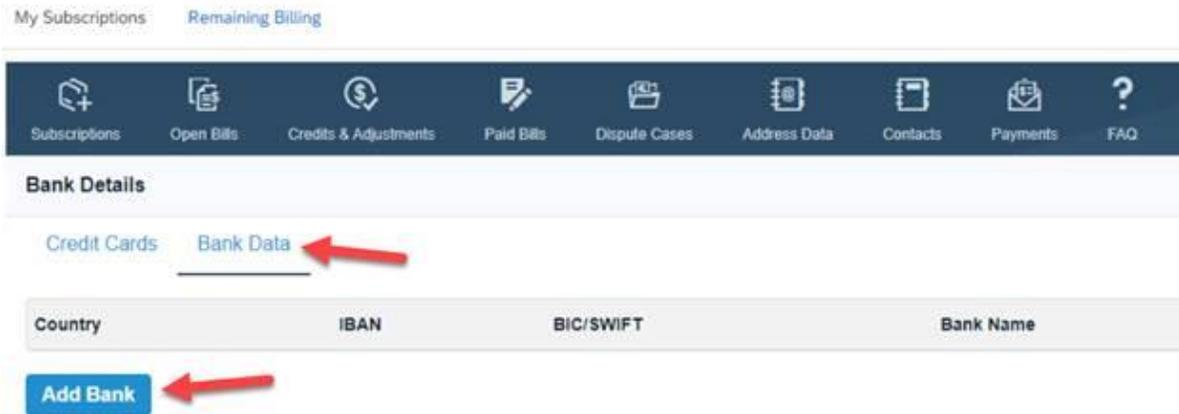
5. Enter bank account details and click on **Continue**.

**6.** A DocuSign SEPA Bank mandate will be generated. Click **Continue** to review the details maintained in the document.

**7.** Sign the document and click on **Adopt and Sign**.
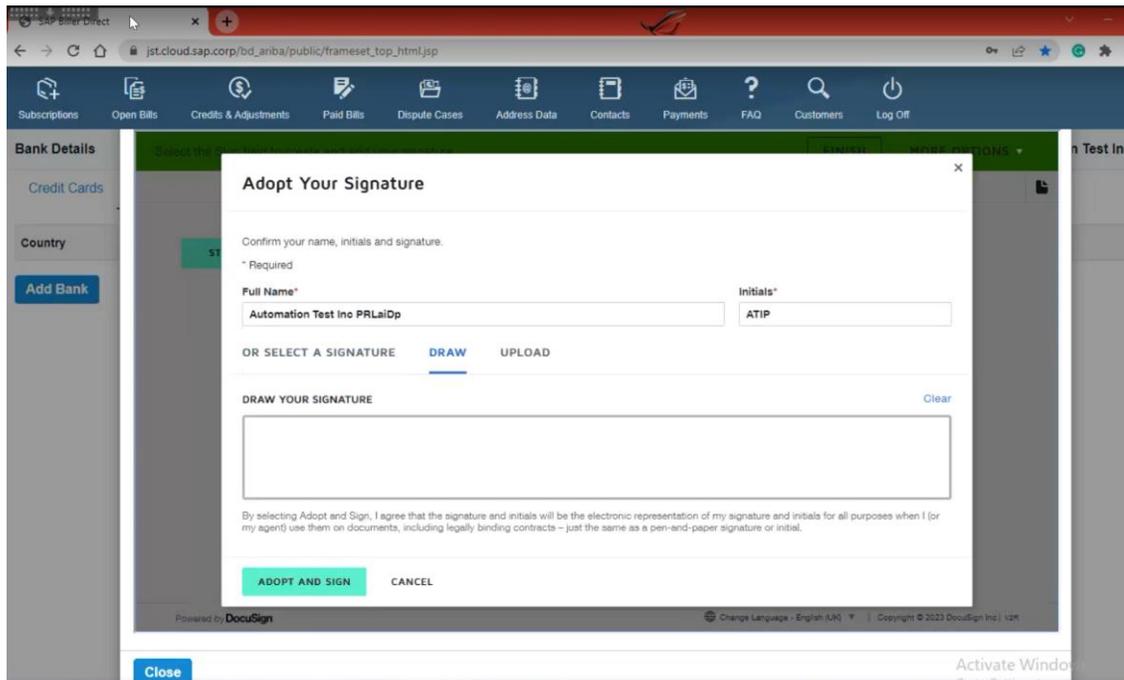


8. Click on **Finish**.
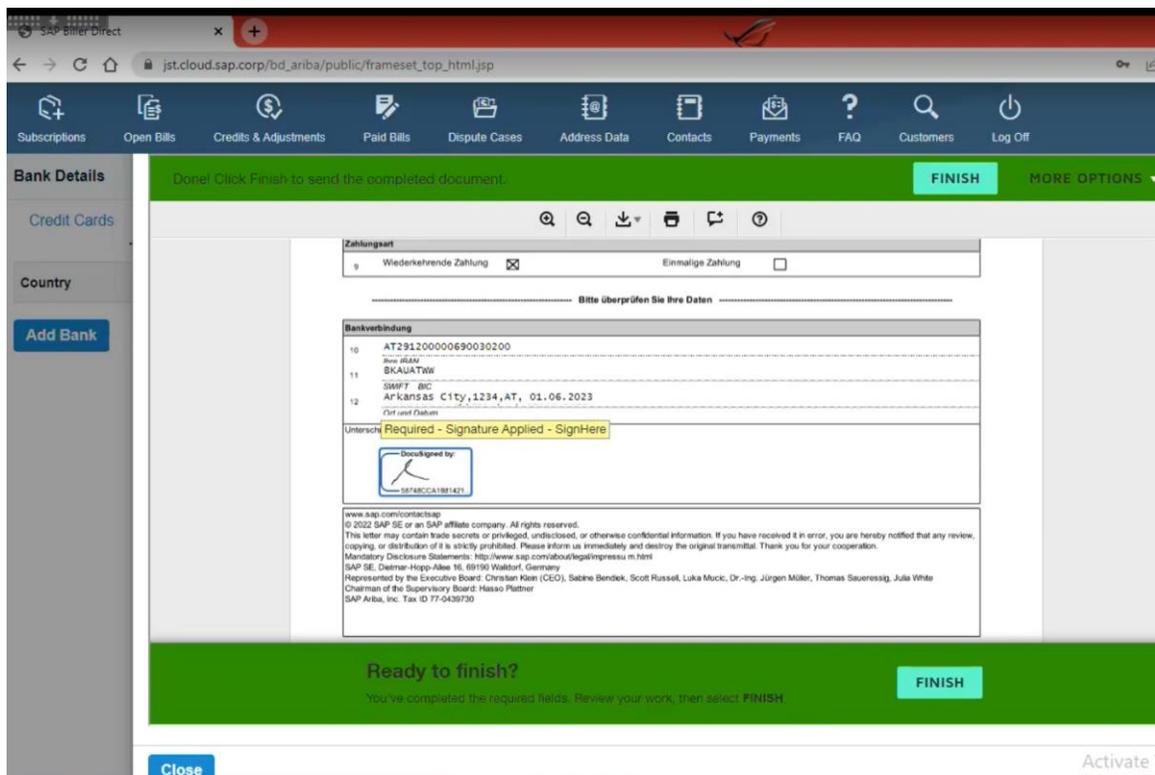
9. Once entered and signed, the bank details will appear in the Ariba Network: