

Secure ACH Payments for Your Hangarage Lease

Set up and manage ACH bank payments for your hangarage

What is ACH Wallet

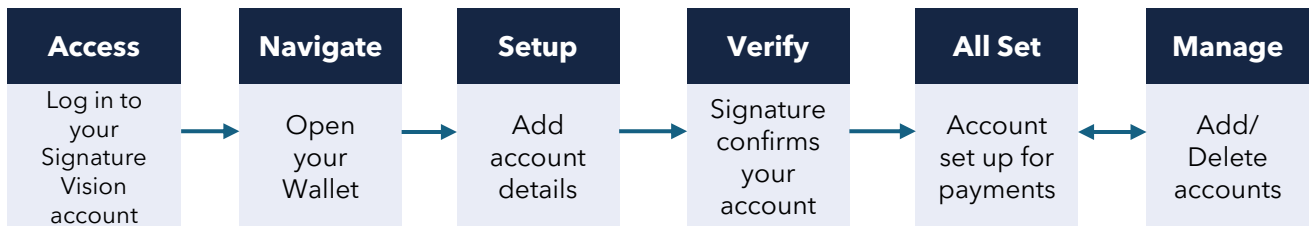
Allows residents to manage lease payments directly from their Signature Vision dashboard, accessible via the Signature Aviation website

Who Should Use It

Residents of Signature Aviation who want to manage their lease payments in simple and secure way with ACH payment

Why Use It

One-time setup.
No extra fees.
Secure and
Reliable



Getting Started:

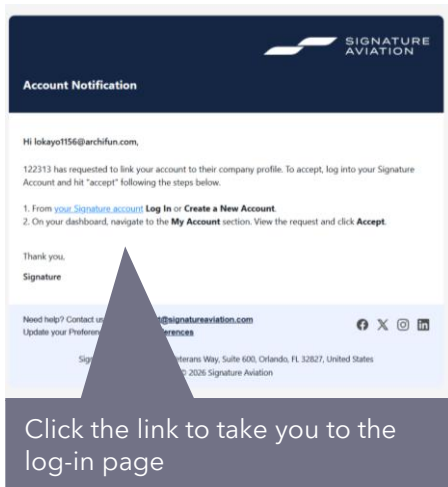
If you do not have a Vision Account, proceed to the next page.

If you already have a Vision Account, proceed to page 4.

Set-up your vision account

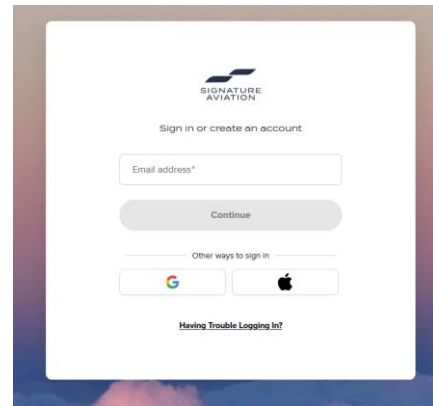
Check Your Email

For an email from
no-reply@SignatureAviation.com



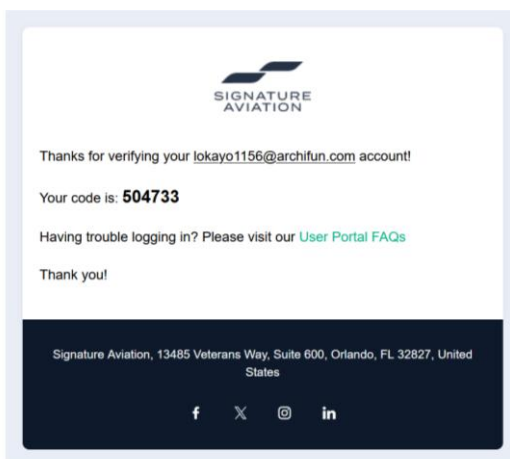
Enter Your Email Address

In the box



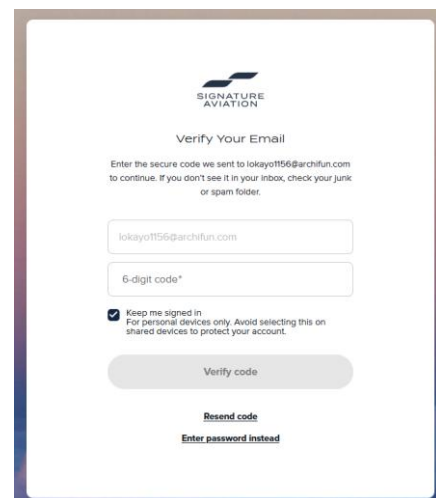
Check Your Email

For an email from
no-reply@SignatureAviation.com



Verify Your Email

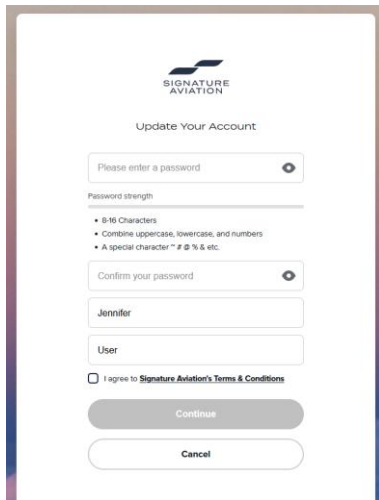
By entering the 6-digit code from your email



www.signatureaviation.com

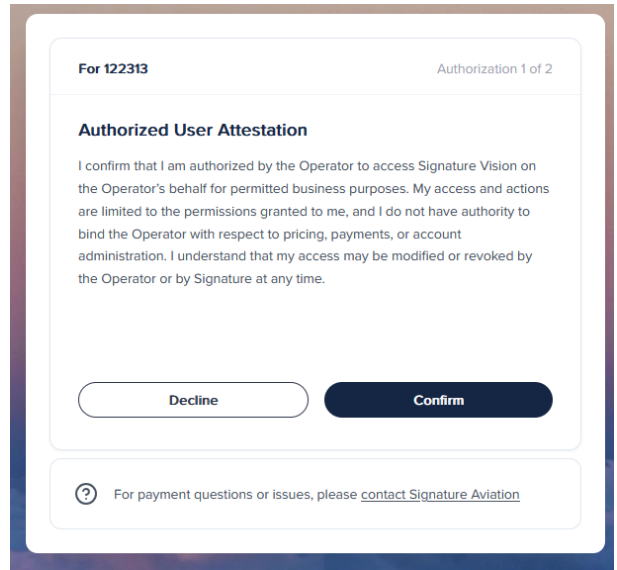
Set-up your vision account, continued

Create a Password



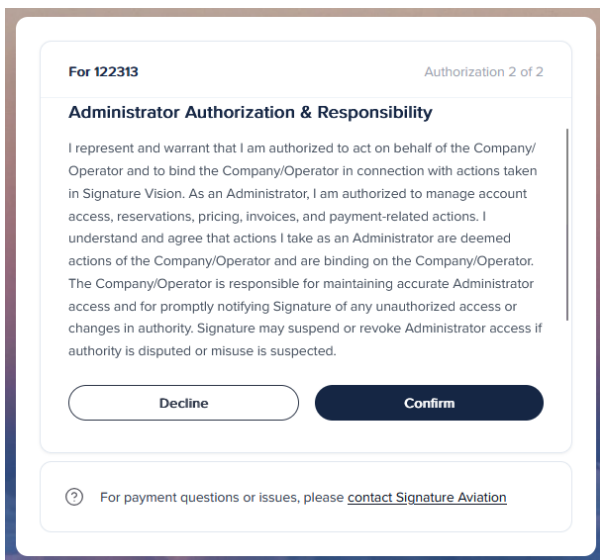
The screenshot shows the 'Update Your Account' screen with the Signature Aviation logo at the top. Below the logo, the text 'Update Your Account' is displayed. There are two password input fields: 'Please enter a password' and 'Confirm your password'. Below the first field, a 'Password strength' section lists requirements: 8-16 Characters, Combine uppercase, lowercase, and numbers, and A special character " # \$ % & etc. Below the second field, there is a 'User' field and a checkbox for 'I agree to Signature Aviation's Terms & Conditions'. At the bottom, there are 'Continue' and 'Cancel' buttons.

All Users Must Confirm Authorized User Attestation



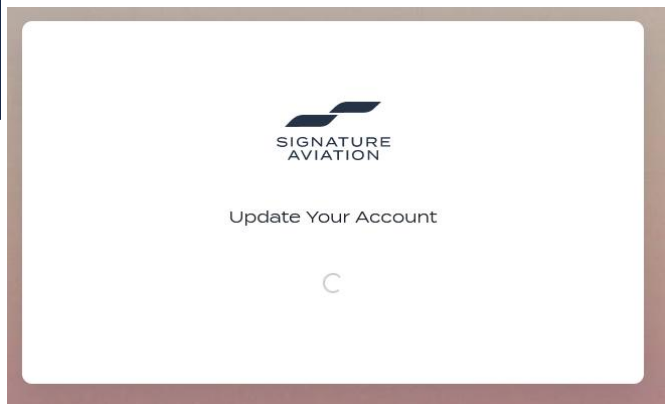
The screenshot shows the 'Authorized User Attestation' screen. At the top, it says 'For 122313' and 'Authorization 1 of 2'. The main heading is 'Authorized User Attestation'. Below it, a paragraph states: 'I confirm that I am authorized by the Operator to access Signature Vision on the Operator's behalf for permitted business purposes. My access and actions are limited to the permissions granted to me, and I do not have authority to bind the Operator with respect to pricing, payments, or account administration. I understand that my access may be modified or revoked by the Operator or by Signature at any time.' At the bottom, there are 'Decline' and 'Confirm' buttons. A footer note with a question mark icon says: 'For payment questions or issues, please [contact Signature Aviation](#)'.

Administrators Must Also Confirm Administrator Attestation



The screenshot shows the 'Administrator Authorization & Responsibility' screen. At the top, it says 'For 122313' and 'Authorization 2 of 2'. The main heading is 'Administrator Authorization & Responsibility'. Below it, a paragraph states: 'I represent and warrant that I am authorized to act on behalf of the Company/Operator and to bind the Company/Operator in connection with actions taken in Signature Vision. As an Administrator, I am authorized to manage account access, reservations, pricing, invoices, and payment-related actions. I understand and agree that actions I take as an Administrator are deemed actions of the Company/Operator and are binding on the Company/Operator. The Company/Operator is responsible for maintaining accurate Administrator access and for promptly notifying Signature of any unauthorized access or changes in authority. Signature may suspend or revoke Administrator access if authority is disputed or misuse is suspected.' At the bottom, there are 'Decline' and 'Confirm' buttons. A footer note with a question mark icon says: 'For payment questions or issues, please [contact Signature Aviation](#)'.

Account Will Update



The screenshot shows the 'Update Your Account' screen. At the top, the Signature Aviation logo is displayed. Below the logo, the text 'Update Your Account' is shown. At the bottom, there is a large circular loading spinner.

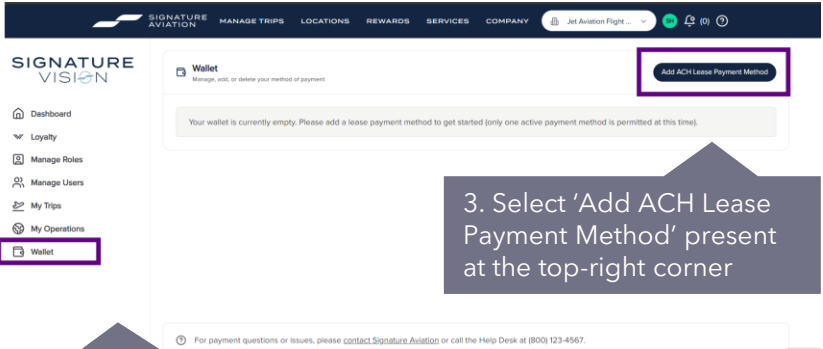
Getting Started: Three Quick Steps

Setting up takes just a few minutes. Here's how



www.signatureaviation.com

1. Log-in to Signature Vision.
Scan QR code or click link
above to log in.

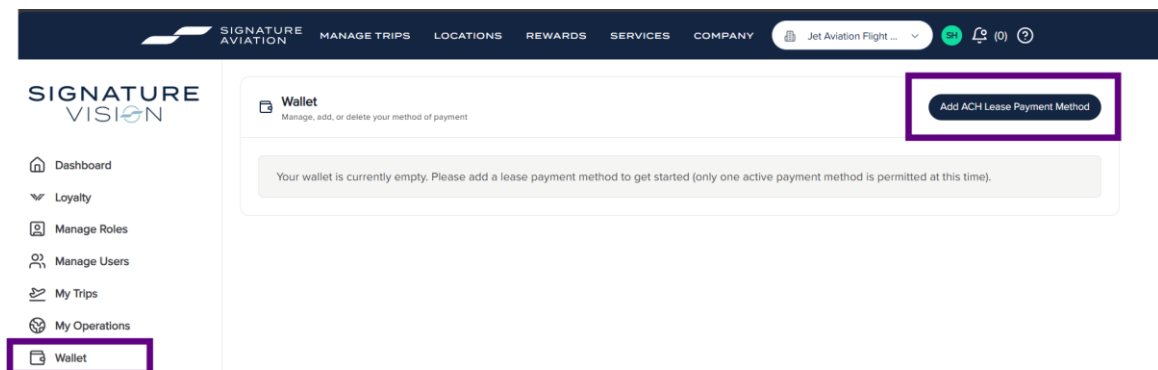
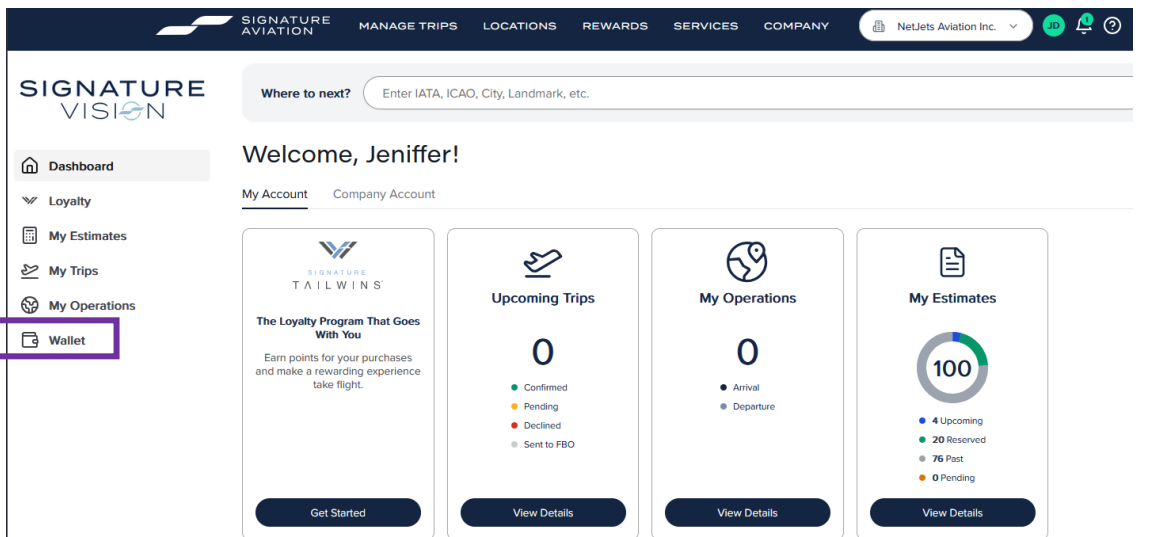


2. Navigate to Dashboard and
select 'Wallet' option from
menu

3. Select 'Add ACH Lease
Payment Method' present
at the top-right corner

Step 2: Navigate to the Dashboard and select Wallet

If Wallet is not visible, please log out and log back in



Authorize and Complete Your Account Details

Just a few pieces of information to verify your bank account


MANAGE TRIPSLOCATIONSREWARDS SERVICESCOMPANY

Select Company





 Dashboard
 Loyalty
 My Trips
 My Operations
 **Wallet**

 **Wallet**
Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Authorization to Debit My Bank Account

By selecting "I Authorize", I authorize Signature Aviation ("Signature," "we," "us") to initiate Automated Clearing House ("ACH") debit entries from my designated bank account, as provided by me, for amounts owed under my account. This authorization applies to One-time debit(s) in the amount invoiced and due for services provided; and/or Recurring debit(s) for variable amounts reflecting charges incurred under my account, which may include services, fees, taxes, and other applicable charges. I understand that recurring debits may vary in amount based on my account activity. I will receive an invoice, statement, or other notice of the amount due prior to the debit being processed. I authorize my financial institution to honor these debit entries and, if necessary, to initiate credit entries to correct erroneous debits. I understand that this authorization will remain in effect until I revoke it. I may revoke this authorization at any time by updating my payment method in the portal or by contacting Signature Aviation. For recurring debits, I understand that revocation requests must be received sufficiently in advance of the scheduled processing date to allow reasonable time for processing. I acknowledge that this authorization is provided electronically and constitutes my electronic signature under applicable law; ACH transactions I authorize are subject to U.S. law and the Nacha Operating Rules; and I will receive a copy of this authorization for my records.;

Authorize

Cancel

4. Authorize bank account debits via ACH

Add ACH Bank Details

Add your payment details below

Payment method will be applied to Jet Aviation Flight Services

Account Type*

Checking

Savings

Routing Number*

Enter Routing Number

E.g. 012200345

Account Number*

Enter Account Number

E.g. 12345678

Confirm Account Number*

Enter Account Number

E.g. 12345678

Account Nickname (optional)

Enter Account Nickname

Example of routing number and account number found at the bottom of a check

1012200345

12345678

1010

Routing Number

Account Number

Add ACH Lease Payment Method

Cancel

5. Select Account type (Checking/Saving)

6. Enter 9 digit Routing Number

7. Enter & confirm Account Number

8. Enter Account Nickname (optional)

9. Select 'Add ACH Lease Payment Method' button to submit Account details

Your Routing number & Account number can be found at the bottom of your check

✔ Lease Payment Method Submitted for Verification

Lease Payment Method Details

Company	Jet Aviation Flight Services
Method of Payment	Bank Transfer
Routing Number	123456780
Account Number	*****7900
Account Nickname	Jet Park

We're verifying your bank account now, which can take up to a few business days. We'll notify you once it's approved.

Close

10. Confirmation screen displayed on submission of account details. Select Close to proceed.

Account verification

Understanding verification statuses

SIGNATURE VISION

- Dashboard
- Loyalty
- My Trips
- My Operations
- Wallet**

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname	
*****8463	395038566	Verified	Spending Account	

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Under Verification

We're confirming your account details with our payment provider. Your status will update automatically.

Verified

Your ACH account is active and connected. You're all set.

Action Required

We couldn't verify your account. Review your banking details and retry by deleting the existing account and adding again.

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname	
*****9012	395038566	Under Verification	Spending Account	

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname	
*7900	123456780	Verified	Test User	

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname	
*****0000	026000000	Action Required	Test User-0000	

Action Required: This method of payment could not be verified. Please use a different payment method, or follow up with your bank and try again.

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Delete Account



**SIGNATURE
VISION**

- Dashboard
- Loyalty
- My Trips
- My Operations
- Wallet

Wallet

Manage, add, or delete your method of payment

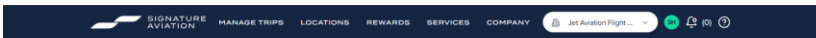
Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname
*****8463	395038566	Verified	Spending Account

Delete Payment Method

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Click 3 dots and select 'Delete Payment Method'



**SIGNATURE
VISION**

- Dashboard
- Loyalty
- Manage Roles
- Manage Users
- My Trips
- My Operations
- Wallet

✓ Your payment method has been removed successfully.

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Your wallet is currently empty. Please add a lease payment method to get started (only one active payment method is permitted at this time).

On confirmation, your account will be deleted and you would be able to add a new account



- Dashboard
- Loyalty
- Manage Roles
- Manage Users
- My Trips
- My Operations
- Fleet Reservations
- Fleet Operations
- Wallet

⚠ The payment method could not be deleted at this time. Please try again later.

Wallet

Manage, add, or delete your method of payment

Add ACH Lease Payment Method

Account Number	Routing Number	Status	Account Nickname
*****8463	395038566	Verified	Spending Account

To change your method of lease payment, you must first delete the lease payment method currently in your wallet, and then add a new one.

Sometimes account can't be deleted due to technical reasons. Re-try deleting again later. If the issue persists, contact support.

Common Errors Scenarios

Add ACH Bank Details

Add your payment details below

Payment method will be applied to Jet Aviation Flight Services

Account Type*

Checking

Savings

Routing Number*

211

Account Number*

122

Confirm Account Number*

2

Enter a valid 9-digit bank routing number

E.g. 12345678

Account numbers do not match. Please try again.

Account Nickname (optional)

Enter Account Nickname

Example of routing number and account number found at the bottom of a check

⑆012200345⑆ 123456789⑆ 1010
Routing Number Account Number

Make sure you've entered all 9 digits in the Routing Number field

Check that every digit matches what's shown on your check or statement

Add ACH Lease Payment Method

Cancel

Common Questions

I can't delete my account - what's wrong?

Technical hiccups happen. Wait a moment and try again. If that doesn't work, refresh your browser and retry. Still stuck? Contact us and we'll handle it

Can I have multiple ACH accounts?

Not at the same time, but you can swap them whenever you want. Delete one, add another - it's your choice. Gives you flexibility without the hassle.

Here to Help

Support desk: ACH.RealEstate@signatureaviation.com