



## **Making a Payment through ACHA's Website**

### **Frequently Asked Questions**

**Question:** *I am having difficulty accessing the screen to make a payment*

Answer: Please contact [acha-itsupportteam@acha.co.uk](mailto:acha-itsupportteam@acha.co.uk) with any technical queries

**Question:** *How will I know if my payment was accepted?*

Answer: Your payment will be confirmed on the screen. You will also receive a confirmation e-mail

**Question:** *I was in the process of inputting my details when my pc jammed. How do I know if my payment was accepted?*

Answer: If you did not receive a confirmation e-mail then the payment has not been accepted.

**Question:** *It will not accept my reference number when I try to make a payment*

Answer: Please refer to the HELP screen for details on how to input reference numbers. If you continue to have difficulty please contact [acha-itsupportteam@acha.co.uk](mailto:acha-itsupportteam@acha.co.uk)

**Question:** *A message says that the system is not currently available*

Answer: Please contact [acha-itsupportteam@acha.co.uk](mailto:acha-itsupportteam@acha.co.uk) with any technical queries

**Question:** *Am I able to access my weekly rent charge and the balance I currently owe?*

Answer: At the moment this facility is not available

**Question:** *When will my payment appear on my rent account?*

Answer: If you make a payment before 4pm it will be reflected on your rent account the following day.