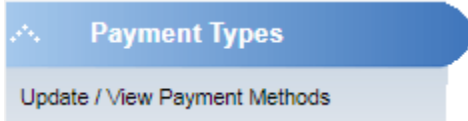




Setting up AutoPay

To set up Automatic Payments you will first need to add a Credit Card or a Bank account to your profile. This can be done by clicking on the “Update / View Payment Methods” link from the web site.



This link will take you to the page where you can add a Credit Card or Bank account information.

Saved Payment Methods

Manage your Payment Methods

- + Add New Credit Card
- + Add New Bank

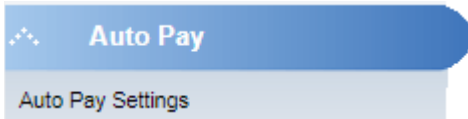


You don't have any saved payment methods.

You may add a new Credit Card by clicking [here](#).

You may add a new Bank by clicking [here](#).

Once you have added a payment method you are ready to sign up for Auto Pay. Start by clicking on the “Auto Pay Settings” on the website.



Click Edit next to the Payment Method that you would like to use for Auto Pay

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

Account #	Type	Status	Payment Method	
12345678-1234567	Water	Not Signed Up	XXXXXXXXXXXXXXX1111	Edit

On the next page you will need to confirm your account and payment method

Edit AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

#12345678-1234567 - JOHN DOE ▼

Invoice Type *

Water ▼

Use this payment method *

Credit Card: XXXXXXXXXXXXXXX1111 ▼

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

To continue with the AutoPay process click on the “Save this AutoPay Setup” button.

The system will then send you an email to verify the setup. You will need to read the email and click on the link to confirm your enrollment.