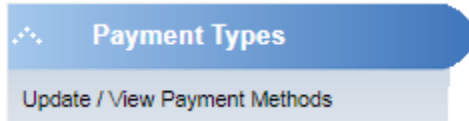




Setting up Scheduled Payments

To set up Scheduled 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

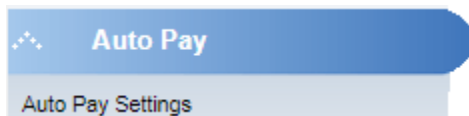


You don't have any saved payment methods.

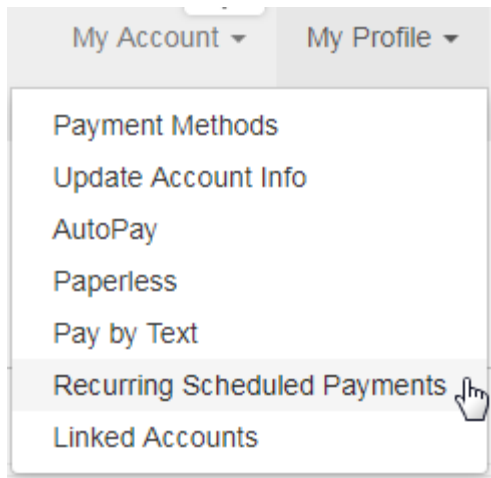
You may add a new Credit Card by clicking [here](#).

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

Once you have added a payment method you are ready to set up scheduled payments. To get started click on the “Auto Pay Settings” link on the website.



From this page you will need to click on the “My Profile” link at the top of the page and then select “Recurring Scheduled Payments”



To add a new scheduled payment, click on “New Recurring Scheduled Payment”

[+ New Recurring Scheduled Payment](#)

This page will allow you to select the amount to pay and the payment date.

Invoice Type *	I want to *
<input type="text" value="Water"/>	<input type="text" value="Pay a fixed payment amount on selected day"/>
How much do you wish to pay? *	Pay on this day of every month: *
<input type="text" value="\$0.00"/>	<input type="text" value="1"/>
Use this payment method: *	
<input type="text" value="Credit Card: XXXXXXXXXXXXXXX1111"/>	
Active *	
<input checked="" type="checkbox"/>	
<input type="button" value="✓ Save my changes"/>	

Please note: If you choose to pay a fixed amount every month please make sure the amount is sufficient to cover your bill every month.

When you are finished click on “Save my changes” to save your information.