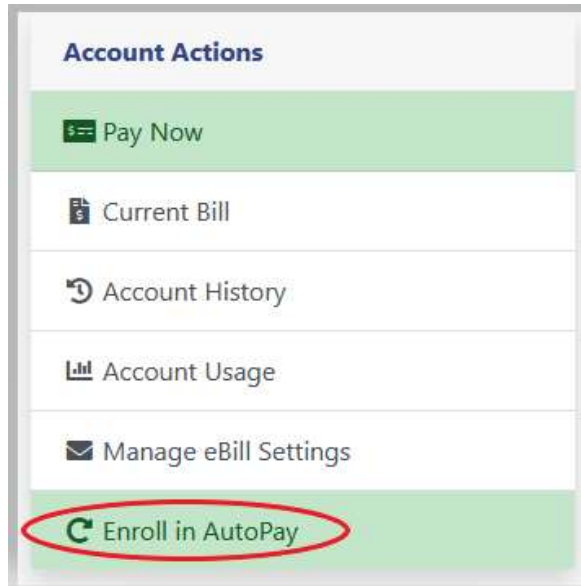
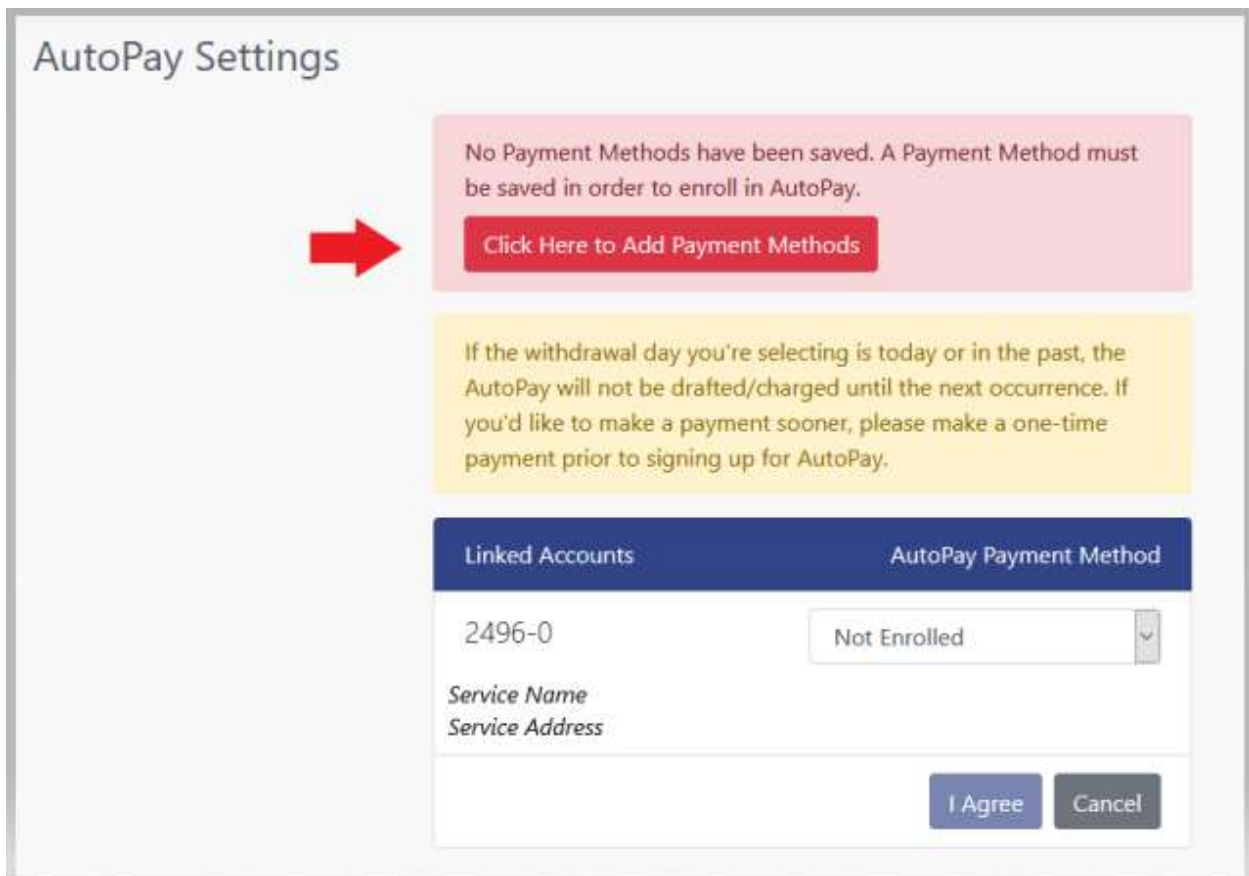


# Enroll in AutoPay

1. On the right side under **Account Actions** select **Enroll in AutoPay**



2. If no Payment Methods have been saved click **Click Here to Add Payment Methods**
  - a. If you already added a Payment Method skip to step 9



**AutoPay Settings**

No Payment Methods have been saved. A Payment Method must be saved in order to enroll in AutoPay.

[Click Here to Add Payment Methods](#)

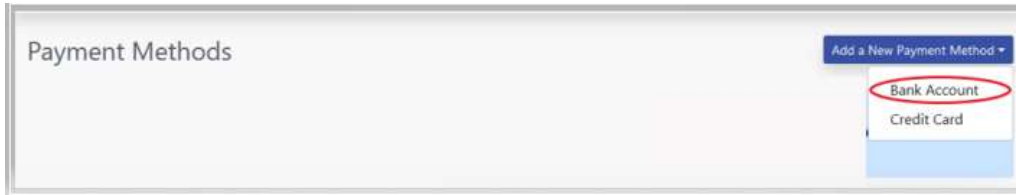
If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	Not Enrolled
Service Name	
Service Address	

[I Agree](#) [Cancel](#)

# Enroll in AutoPay

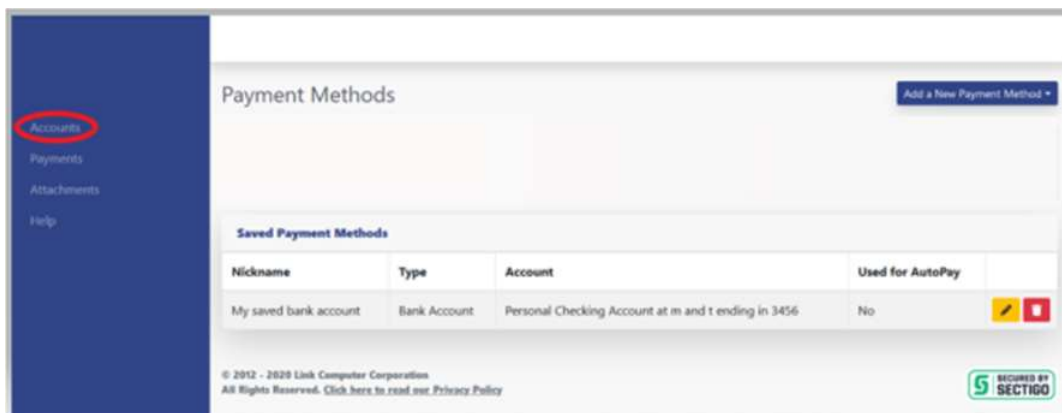
3. You will be automatically be taken to the Pay Methods screen. Click **Add a New Payment Method** on the right and select **Bank Account** or **Credit Card** (*Note: Fees may apply if setting up with a Credit Card*)



4. Fill out the Payment Method information (*Note: Nickname is not required*)
5. Click **Save Payment Method**

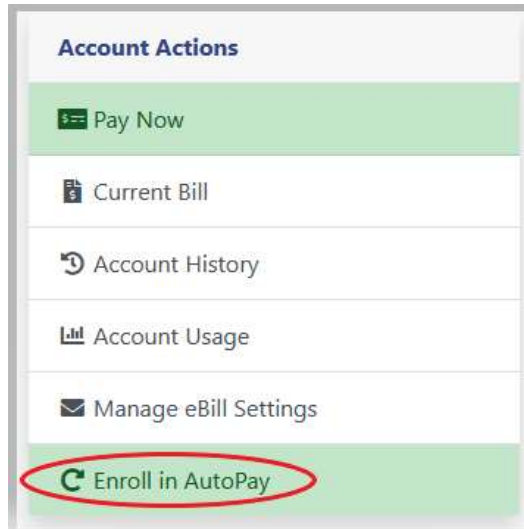
The screenshot shows the 'Create a New Payment Method' form. The title is 'Add a New Bank Account'. The form contains several input fields: 'Bank Name', 'Bank Account Number', 'Confirm Account Number', 'Routing Number', 'Confirm Routing Number', 'Account Type' (a dropdown menu with 'Select...' as the current value), and 'Check Type' (a dropdown menu with 'Select...' as the current value). There is also a 'Nickname (recommended)' field. At the bottom of the form, there are two buttons: 'Save Payment Method' and 'Cancel'. The 'Save Payment Method' button is circled in red.

6. Once saved you will see your payment method listed below **Saved Payment Methods**
7. Click **Accounts** on the left side

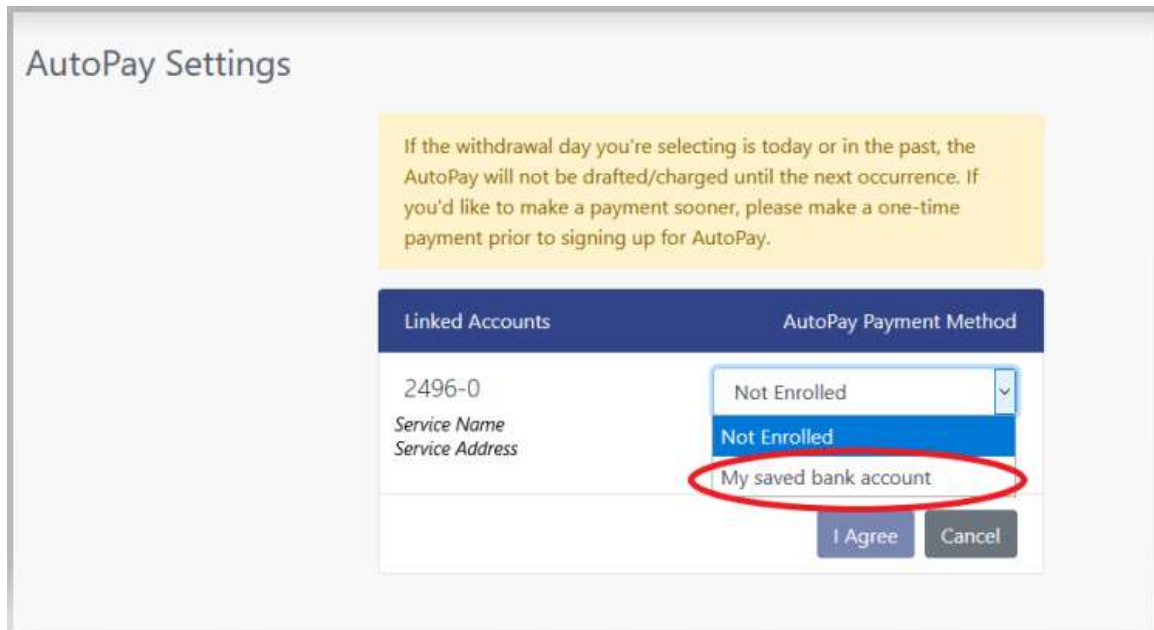


# Enroll in AutoPay

8. Click **Enroll in AutoPay** on the right under **Account Actions**



9. In the dropdown under **AutoPay Payment Method** select your saved payment method




## Enroll in AutoPay

10. Once a Payment Method has been selected you must select a payment date (there is only one option in this dropdown)

AutoPay Settings

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	My saved bank account
Service Name Service Address	Pay on the... 

The terms and conditions of AutoPay require that you agree to the following:

Thank you for requesting AutoPay for your utility service account. Fees may apply if sufficient funds are not available to cover your payment.

11. Selected payment date below:

AutoPay Payment Method

My saved bank account

due date

## Enroll in AutoPay

12. Read the terms and conditions of AutoPay. Be sure to scroll down the webpage to read all of the terms and conditions.


If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	My saved bank account ✓
Service Name	
Service Address	due date ✓

The terms and conditions of AutoPay require that you agree to the following:

Thank you for requesting AutoPay for your utility service account. Fees may apply if sufficient funds are not available to cover your payment.

By enrolling in AutoPay you authorize **Authority Name** and the financial institution designated in this request to charge the account specified above for payment of your service. You understand that a fee may be charged to your account for each authorization request returned. In addition, you understand that both the financial institution and **Authority Name** reserve the right to

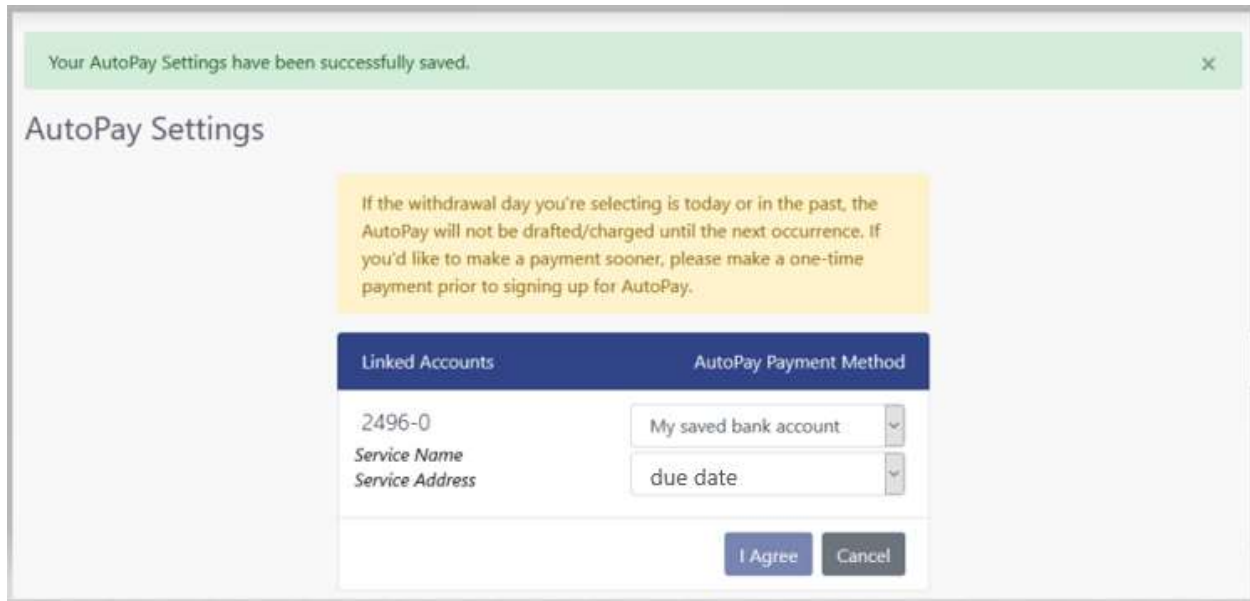


13. After reading the terms and conditions, if you want to sign up for AutoPay click **I Agree** at the bottom of the page.

terminate this payment agreement and/or your participation therein. At any time, you may elect to discontinue enrollment in this plan. This can be done by updating your portal profile and unenrolling from AutoPay.

## Enroll in AutoPay

14. You will receive a green notification at the top of your screen alerting you that your AutoPay Settings have been successfully saved.



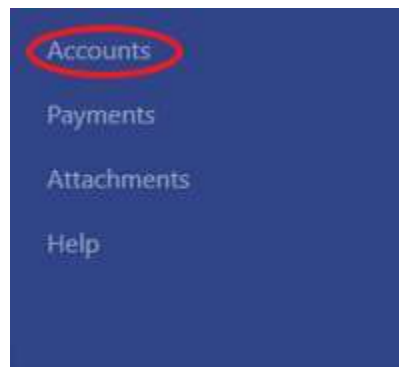
Your AutoPay Settings have been successfully saved. ×

### AutoPay Settings

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
.2496-0	My saved bank account: <input type="text"/>
<i>Service Name</i>	due date <input type="text"/>
<i>Service Address</i>	

15. Click **Accounts** on the left side to return to your account page



## Enroll in AutoPay

16. You will now see **Manage AutoPay Settings** on the right side of your screen under Account Actions

