

Procedure:

Enrolling in Automatic Payments

- 1 You must be logged into your online portal account to make this change
- 2 You must have a payment method saved in order to enroll in automatic payments (see the **"How to Add a Payment Method to your Account"** document for help)
- 3 From the **Home** screen, scroll down the page until you see the **"Enroll in Autopay"** link
This will be in the account information aarea, showing the account balance, Due Date, etc.
- 4 **Payment Type** Section
 - .1 **Payment Type:** This information defaults in
 - .2 **Account Number:** Enter in the account number of the account this automatic payment is for
 - .3 **CID:** Enter in the CID number for the account this automatic payment is for
- 5 **Payment Profile** section
 - .1 **Payment Profile:** Choose the payment method from the drop down
 - .2 Note: Multiple payment methods can be set up on your account
- 6 **Enroll in Autopay** section
 - .1 You will see the information box in blue
 - .2 You must click the box **"I agree to the Payment Terms of Service and aauthorize this payment"**
 - .3 Click the blue box with the **Enroll in Autopay** seen
- 7 You are now enrolled in automatic payments.

NOTE: If there is a currently a balance due on your account, you will need to make a one time payment as automatic payments will not be active until the next bill cycle. Failure to make a one time payment by the due date will result in late fees.