

# ④ Easy Steps to Register for AutoPay

To enroll for AutoPay, you must have a *Saved Payment Method* associated with your account. Once that has been established, follow the steps below.

- 1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select **"AutoPay"**, OR under *Services*, select **"AutoPay"**.

The screenshot shows the 'Your Account at a Glance' page. At the top, there are navigation links: 'My Account', 'My Profile', and 'Support'. The 'My Profile' dropdown menu is open, showing options like 'AutoPay', 'Change Password', 'Manage Accounts', etc. A green arrow points to 'AutoPay'. In the 'Services' section, 'AutoPay' is highlighted with a green box and a green arrow. Below this, there are sections for 'I want to...', 'Recent Open Invoices', 'Recent Closed Invoices', 'Recent Payments', and 'Upcoming Scheduled Payments'.

- 3 On the *New AutoPay Setup* page, verify the correct account is selected, as well as the correct invoice type and desired payment method. Select the radio button **"Yes, put me on AutoPay"** By selecting **"Yes"**, you are agreeing to the Terms and Conditions. Click the **"Save this AutoPay Setup"** button.

The screenshot shows the 'New AutoPay Setup' page. It includes a 'Return to previous page' link. The main heading is 'New AutoPay Setup'. Below this is a warning: '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.' The form contains several fields: 'Select an Account' (dropdown with '#UTIL-1004 - Thaddeus Madge'), 'Invoice Type' (dropdown with 'Utility Services'), 'Use this payment method' (dropdown with 'Visa ending in 1111'), and 'AutoPay Status' (radio buttons). The 'Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.' radio button is selected. A green arrow points to this radio button. At the bottom, there is a 'Save this AutoPay Setup' button with a green checkmark and a green arrow pointing to it.

- 2 On the *AutoPay* page, select **"New AutoPay Setup."**

The screenshot shows the 'AutoPay' page. At the top, there is a 'Manage' section with a '+ New AutoPay Setup' button highlighted by a green box and a green arrow. Below this is a 'View Fees Disclosure' link. The main content area contains a message: 'Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.' Below this is a status message: 'You are not set up on AutoPay. You may set up AutoPay by clicking here.'

- 4 After clicking the *Save this AutoPay Setup* button, you will be returned to *Your Account at a Glance* page, where you will see a *green checkmark* confirming *AutoPay* is active.

The screenshot shows the 'Your Account at a Glance' page. In the 'Services' section, 'AutoPay' is now listed with a green checkmark next to it, indicating it is active. A green arrow points to this checkmark. The rest of the page content is identical to the first screenshot.