

Registering for AutoPay

A STEP BY STEP GUIDE

1 From the Payment Portal, select the Edit button to the right of AutoPay - OR - from the My Profile menu at the top of the screen, select AutoPay.

Your Account at a glance

I want to...

Pay my Invoices >

- View my payment history >
- View my scheduled payment history >
- Manage my AutoPay settings >
- Manage my Paperless settings >
- Update my account information >

Recent Open Invoices >

Services

AutoPay EDIT

Paperless EDIT

Pay By Text EDIT

Recent Closed Invoices >

2 From the AutoPay page select New AutoPay Setup.

AutoPay

Manage

+ New AutoPay Setup

[View Fees Disclosure](#)

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.

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You are not set up on AutoPay.

You may set up AutoPay by clicking here.

3 On the setup page:
Select the account
Select the invoice type
Click yes, put me on AutoPay (by completing this step you are also agreeing to the terms and conditions)
Click **Save this AutoPay Setup**.

[Return to previous page](#)

New 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 *
#PP-04628 - MALKIN ANDREW &

Invoice Type *
Personal Property

Use this payment method *
My Bank Account: XXXXXXXXXXX1234

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

Save this AutoPay Setup

Standard service fees may be applied if applicable. Please view our [Fees Disclosure](#) for more information.

4 The dashboard appears showing the green check confirming the user's AutoPay sign up.

I want to...

Pay my invoices >

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Recent Open Invoices >

Due On	Invoice Date
7/25/2019	6/1/2019

Recent Payments >

Payment Date	Account #	Amount
4/5/2019	PP-04628	\$220.32
4/5/2019	PP-04628	\$0.40

Services

AutoPay ✓

Paperless EDIT

Pay By Text EDIT

Recent Closed Invoices >

Invoice Date	Account #
4/12/2019	PP-04628

Upcoming Scheduled Payments >

No history available