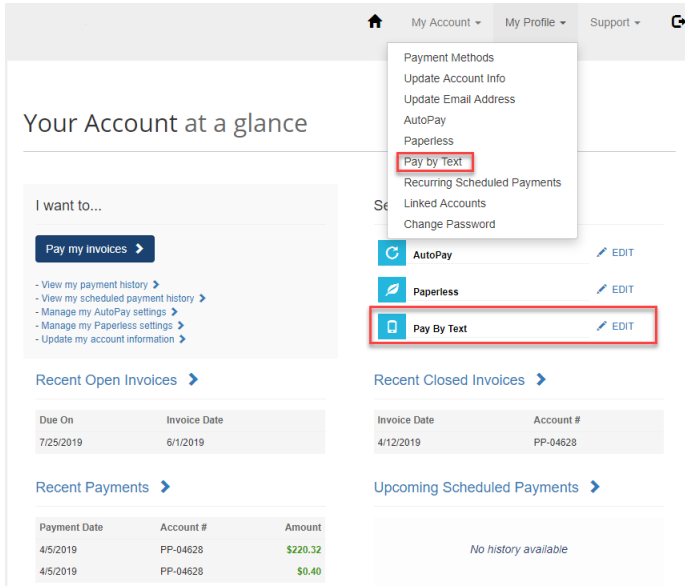


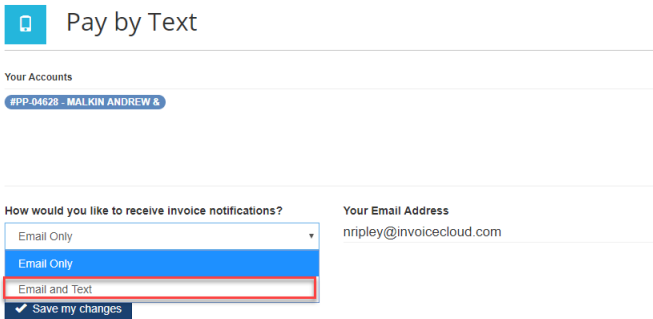
# Registering for Pay by Text

## A STEP BY STEP GUIDE

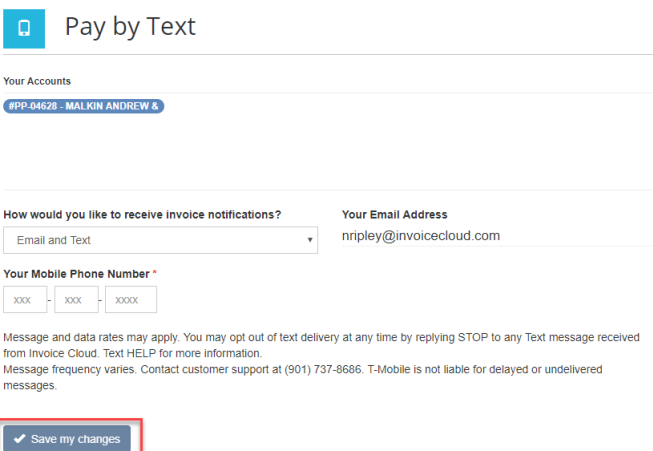
1 From the Payment Portal, as a registered user, you will select the Edit button next to Pay by Text - OR - from the My Profile menu at the top of the screen, select Pay by Text.



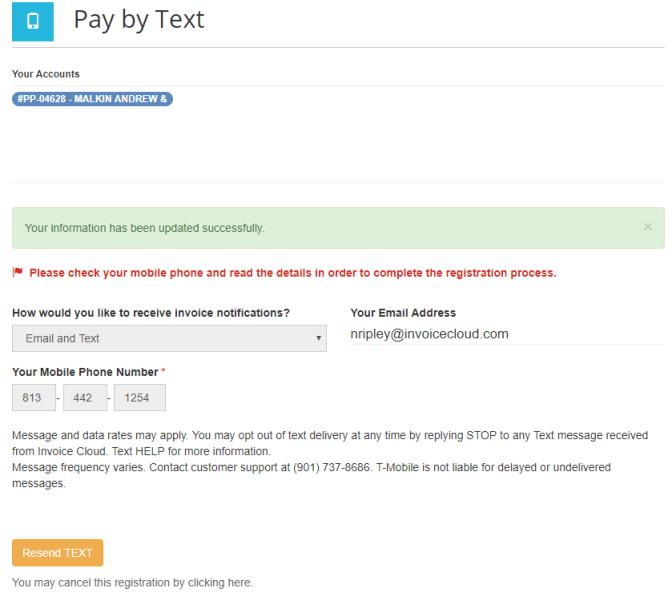
2 From the Pay by Text page, you will select Email and Text from the dropdown menu.



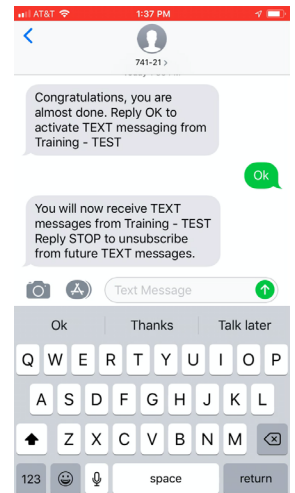
3 Enter your mobile phone number including area code and click on Save my changes.



4 You will receive confirmation that your preference has been successfully updated. But you will complete the registration on your mobile phone.



5 You will then receive a text message. Respond to this text by typing OK. You will receive a reply that indicates your Pay by Text registration is complete.



6 The Payment Portal dashboard shows the green check confirming your Pay by Text registration.

