

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"**.

My Account ▾ My Profile ▾ Support ▾

AutoPay
Change Password
Manage Accounts
Manage Users
Paperless
Payment Methods
Pay by Text
Update Account Info
Update My User Info

Your Account at a glance

I want to...

Pay my invoices >
Manage my accounts >

Services

AutoPay EDIT
Paperless EDIT
Pay By Text EDIT

Recent Open Invoices >

Invoice Date	Due On	Balance Due
8/13/2021	9/6/2021	\$54.75

Recent Closed Invoices >

Invoice Date	Account #
7/15/2021	UTIL-1002
6/16/2021	UTIL-1002
5/29/2021	UTIL-1002

Recent Payments >

Payment Date	Account #	Amount
8/1/2021	UTIL-1002	\$73.25
7/3/2021	UTIL-1002	\$54.20
6/18/2021	UTIL-1002	\$59.55

Upcoming Scheduled Payments >

No history available

- 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.

< 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 *
#UTIL-1004 - Thaddeus Madge

Invoice Type *
Utility Services

Use this payment method *
Visa ending in 1111

AutoPay Status *

☒ Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.
☐ No, I do not want AutoPay

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

Save this AutoPay Setup

- 2 On 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](#).

- 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.

Your Account at a glance

I want to...

Pay my invoices >
Manage my accounts >

Services

AutoPay ✓ EDIT
Paperless EDIT
Pay By Text EDIT

Recent Open Invoices >

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Upcoming Scheduled Payments >

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