

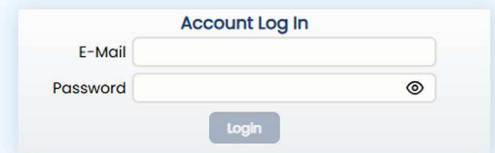
# How to Enroll in AutoPay

## If You Are a NEW Online Bill Pay User

AutoPay is a recurring, secure and convenient payment method which ensures your utility bill is paid on time each month. Before you can enroll in AutoPay, you must first create an account and link your account.

### Step 1: Log In or Create Your Online Account

- 1) Go to the online payment portal.
- 2) If you already created a login, enter your **email** and **password**.
- 3) If not, click **“Create an account”** to set up your profile.

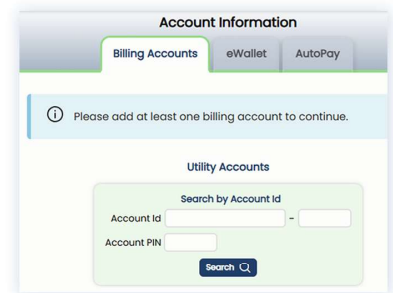


The screenshot shows the 'Account Log In' form. It has two input fields: 'E-Mail' and 'Password'. The 'Password' field has an eye icon to toggle visibility. A 'Login' button is located below the fields.

### Step 2: Add a Billing Account

You must link your utility account to your online profile.

- 1) Navigate to the **Billing Accounts** tab.
- 2) In the **Utility Accounts** section, enter:
  - Account ID
  - Account PIN
- 3) Click **Search**.
- 4) When your account appears, click **Add** to link it to your profile.

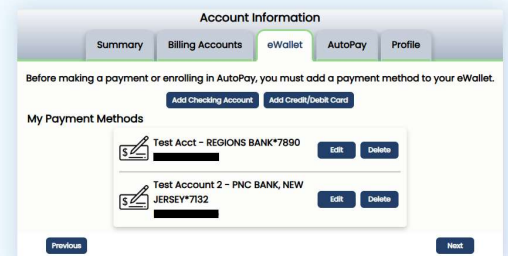


The screenshot shows the 'Account Information' page with the 'Billing Accounts' tab selected. A message says 'Please add at least one billing account to continue.' Below this is the 'Utility Accounts' section with a search box for 'Account ID' and 'Account PIN', and a 'Search' button.

### Step 3: Add a Payment in eWallet

A payment method must be added into your eWallet account.

- 1) Navigate to the **eWallet** tab.
- 2) Click either **Add Checking Account** or **Add Credit/Debit Card**
- 3) Proceed with adding payment method.
- 4) Once your billing account and eWallet payment method are successfully added, you can proceed to AutoPay setup.

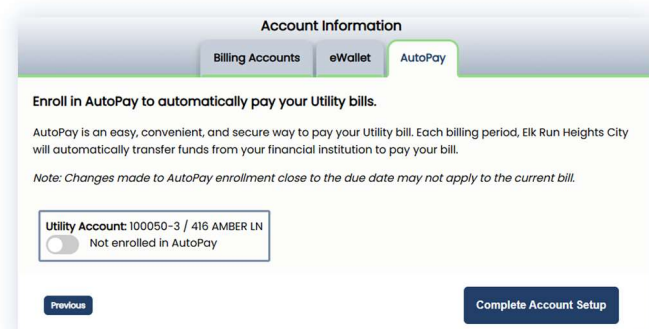


The screenshot shows the 'Account Information' page with the 'eWallet' tab selected. It displays 'My Payment Methods' with two test accounts: 'Test Acct - REGIONS BANK\*7890' and 'Test Account 2 - PNC BANK, NEW JERSEY\*7132'. Each account has 'Edit' and 'Delete' buttons.

### Step 4: Enroll in AutoPay

- 1) Go to the **AutoPay** tab.
- 2) Your linked billing account will appear on the screen.
- 3) Click the **Enroll toggle** button next to the account you want to activate AutoPay for.
- 4) Click Complete Account Setup.

**Your AutoPay enrollment is now complete!**



The screenshot shows the 'Account Information' page with the 'AutoPay' tab selected. It displays 'Enroll in AutoPay to automatically pay your Utility bills.' Below this is a section for 'Utility Account: 100050-3 / 416 AMBER LN' with a toggle switch that is currently off. A 'Complete Account Setup' button is at the bottom right.

If you are an **existing** Online Bill Pay user, please flip this page over to view instructions.

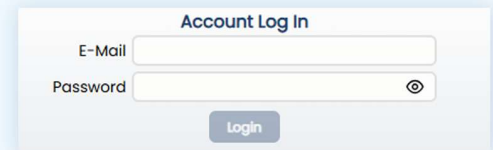
# How to Enroll in AutoPay

## If You Are an EXISTING Online Bill Pay User

AutoPay is a recurring, secure and convenient payment method which ensures your utility bill is paid on time each month. If you already have an Online Bill Pay profile and your utility account is linked, AutoPay setup only takes a few seconds.

### Step 1: Log In or Create Your Online Account

- 1) Go to the online payment portal.
- 2) Enter your **email** and **password** to access your account.

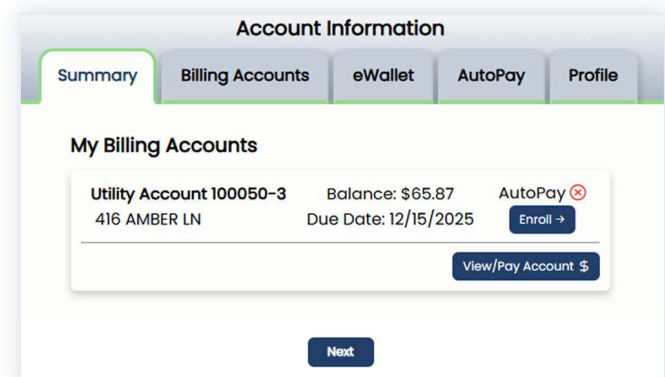


The screenshot shows a login form titled "Account Log In". It has two input fields: "E-Mail" and "Password". The "Password" field has an eye icon to toggle visibility. A "Login" button is located below the fields.


### Step 2: Enroll From the Summary Tab

- 1) After logging in, you will land on the **Summary** tab.
- 2) Your linked utility account will be listed with its current balance and due date.
- 3) Click the **Enroll →** button located next to **"AutoPay"**.
- 4) Follow the on-screen steps to finalize enrollment.

***That's it, AutoPay is now active for your account!***



The screenshot shows the "Account Information" page with tabs for Summary, Billing Accounts, eWallet, AutoPay, and Profile. The "Summary" tab is active. Under "My Billing Accounts", there is a table with the following information:

Utility Account	Balance	AutoPay
Utility Account 100050-3 416 AMBER LN	Balance: \$65.87 Due Date: 12/15/2025	AutoPay  <a href="#">Enroll →</a>

Below the table is a "View/Pay Account \$" button. At the bottom of the page is a "Next" button.

### Important Notes

- AutoPay changes made close to the bill's due date may not apply to the current billing cycle.
- You can return to the AutoPay tab any time to update, pause, or cancel enrollment.

If you are a **new** Online Bill Pay user, please flip this page over to view instructions.