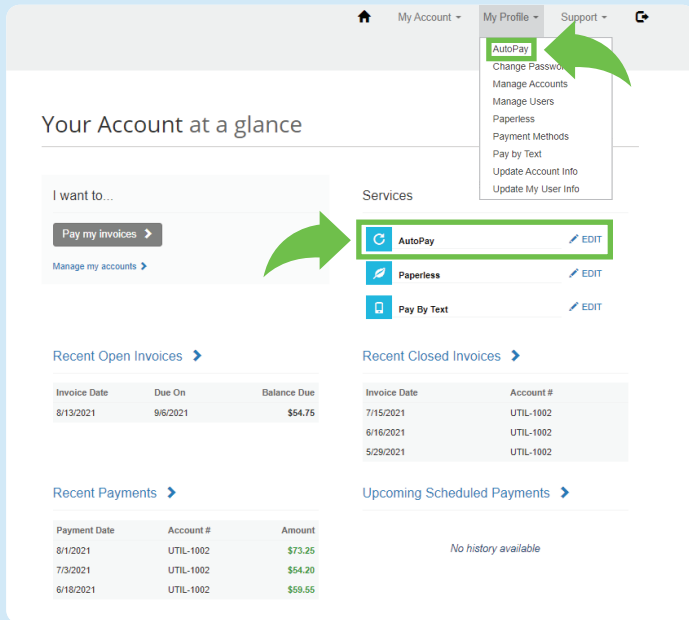


④ Easy Steps to Register for AutoPay

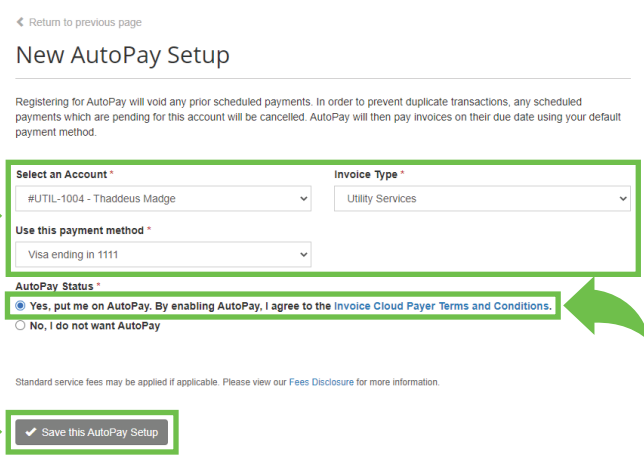
To enroll for AutoPay, you must have a *Saved Payment Method* associated with your account. Once that has been established, follow the steps below.

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



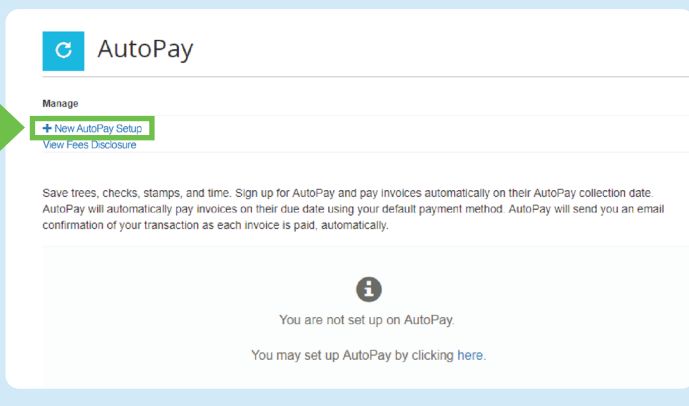
The screenshot shows the 'Your Account at a Glance' page. The 'My Profile' dropdown menu is open, with 'AutoPay' highlighted. The 'Services' section also has 'AutoPay' highlighted with a green box and a checkmark.

- 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.



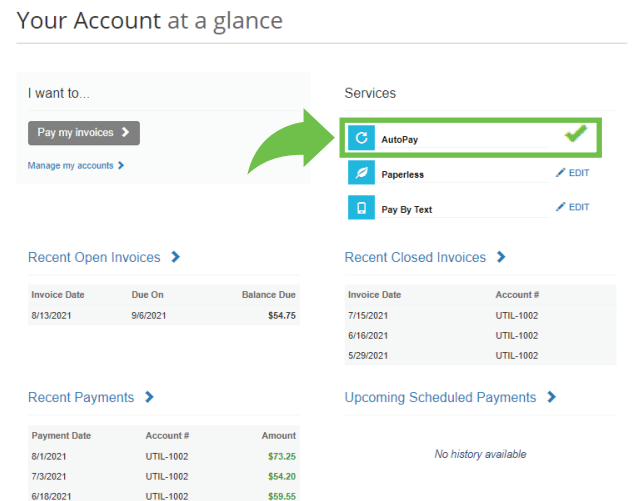
The screenshot shows the 'New AutoPay Setup' page. The 'Select an Account' dropdown is set to '#UTIL-1004 - Thaddeus Madge'. The 'Invoice Type' dropdown is set to 'Utility Services'. The 'Use this payment method' dropdown is set to 'Visa ending in 1111'. The 'AutoPay Status' section has the radio button 'Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.' selected. The 'Save this AutoPay Setup' button is highlighted with a green box.

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



The screenshot shows the 'AutoPay' page. The '+ New AutoPay Setup' button is highlighted with a green box. Below the button, there is a 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. The 'AutoPay' service card is highlighted with a green box and a green checkmark, indicating it is active.