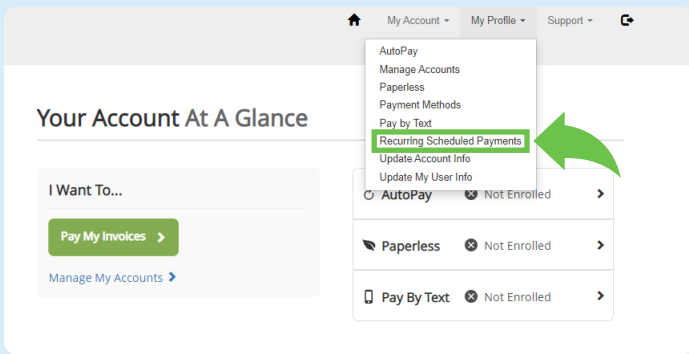


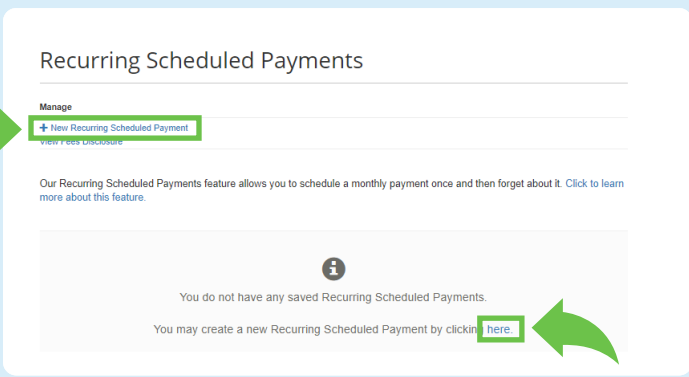
⑥ Steps to Register for Recurring Payments

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

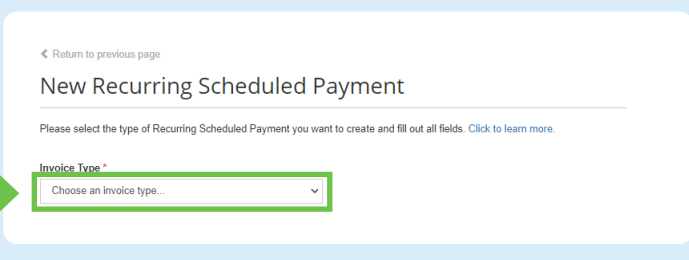
- 1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select **"Recurring Scheduled Payments"**.



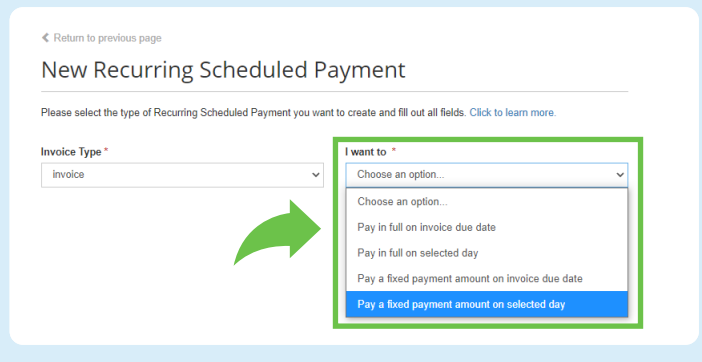
- 2 Select **"New Recurring Scheduled Payment"** under **"Manage"** or select **"here"** in the gray box.



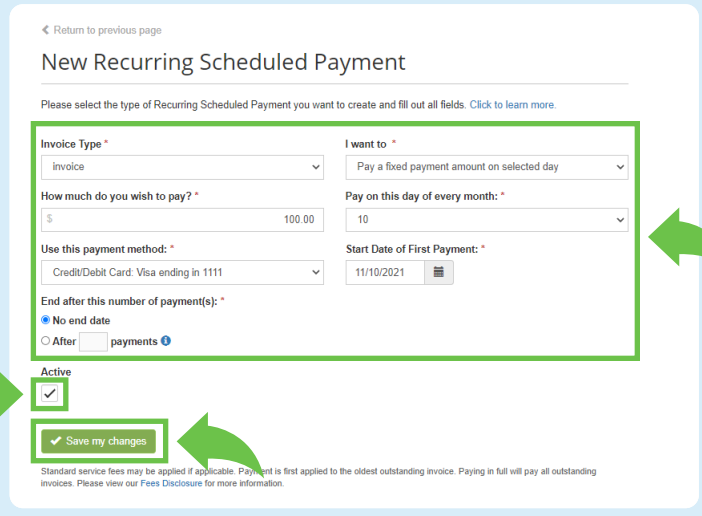
- 3 From the drop down menu, choose the *Invoice Type* for which you'd like to set up a *Recurring Scheduled Payment*.



- 4 Select your preferred payment option. This selection will determine what fields will need to be specified when completing the scheduled payment on the next screen.



- 5 Complete all the required fields. Ensure **"Active"** is checked and click the **"Save my changes"** button. You may change your selection from Step 4 at any time.



- 6 On the *Recurring Scheduled Payments* page you will see a list of all recurring payments you have scheduled. You can edit or cancel these at any time.

