

HOW TO SIGN UP FOR AUTOPAY



Enroll in AutoPay – Save Time, Stay Current!

AutoPay ensures your bill is paid on time, every time. Set up AutoPay in just a few simple steps to enjoy hassle-free payments and avoid late fees.

How to Sign Up for AutoPay on Your Customer Web Portal

1. Access AutoPay Setup:

- Go to Help > Payment & Billing in the right-hand menu on your dashboard.
- Click on "I want to set up AutoPay" to begin.

2. Select Your Account (for users with multiple linked accounts):

- Use the Account Selector dropdown at the top left to choose the account for which you'd like to set up AutoPay.

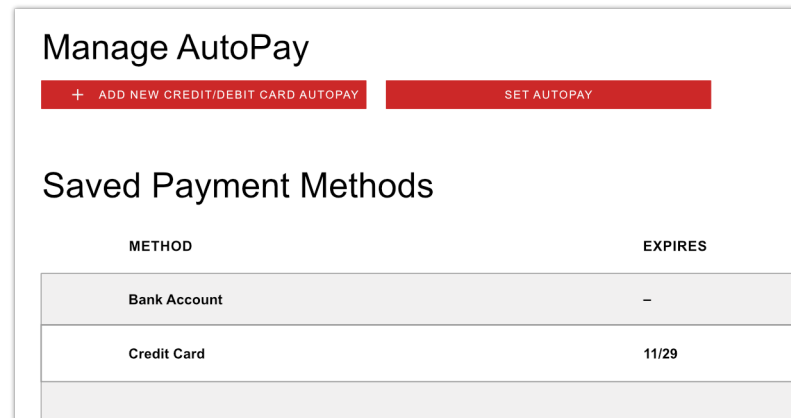
Choose the setup option that best fits your situation:

1. Use an Existing Payment Method

- Click SET AUTOPAY in the top right.
- Select your account, then choose a Payment Option (like Maximum or Fixed Amount).
- Tip: For details on each payment option, click the Info Icon next to Payment Options.
- Click CONFIRM to save or CANCEL to exit.

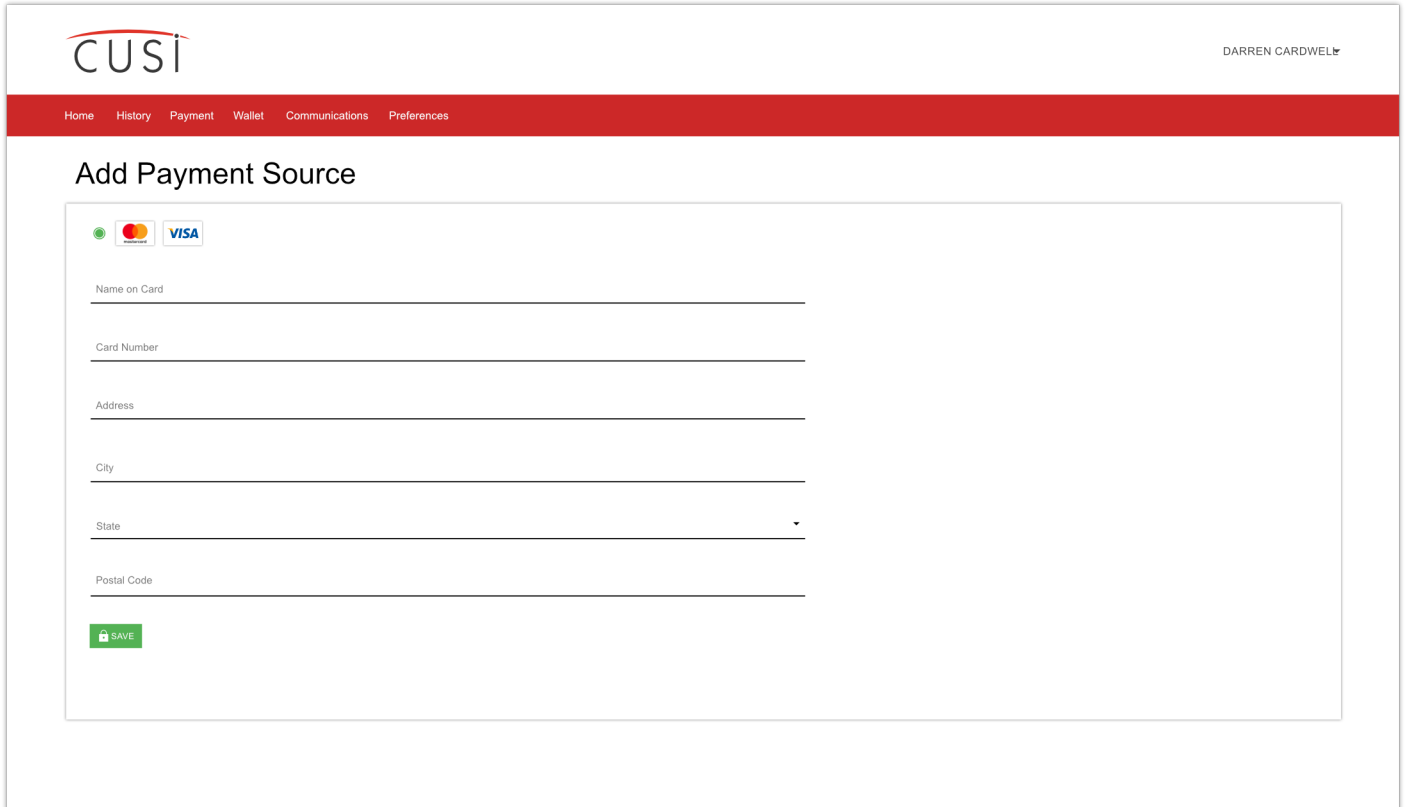
2. Add a New Payment Method (with an Existing Saved Payment)

- Click "I want to set up AutoPay," to open the My Payment Methods screen.
- Select ADD NEW CREDIT/DEBIT CARD AUTO PAY in the top right.
- Follow the prompts to enter your payment details and confirm.



3. Add a New Payment Method (No Existing Saved Payment)

- After clicking "I want to set up AutoPay", the Add Credit/Debit Card screen will appear if no payment method is saved.
- Enter Payment Details: Fill out the required fields based on your selected payment type.
- Click SAVE to complete the setup.
- Note: Payment methods may vary based on company settings and account configurations.



The screenshot shows the 'Add Payment Source' form in the CUSI system. At the top left is the CUSI logo, and at the top right is the user name 'DARREN CARDWELL'. Below the logo is a navigation bar with links for Home, History, Payment, Wallet, Communications, and Preferences. The main heading is 'Add Payment Source'. Below this heading is a form with the following fields: Name on Card, Card Number, Address, City, State (a dropdown menu), and Postal Code. At the bottom left of the form is a green 'SAVE' button with a lock icon.

