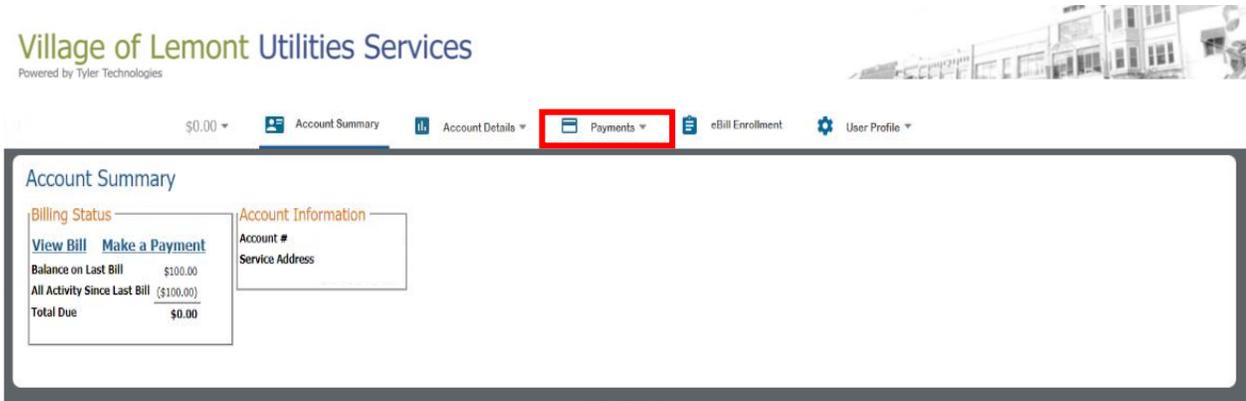
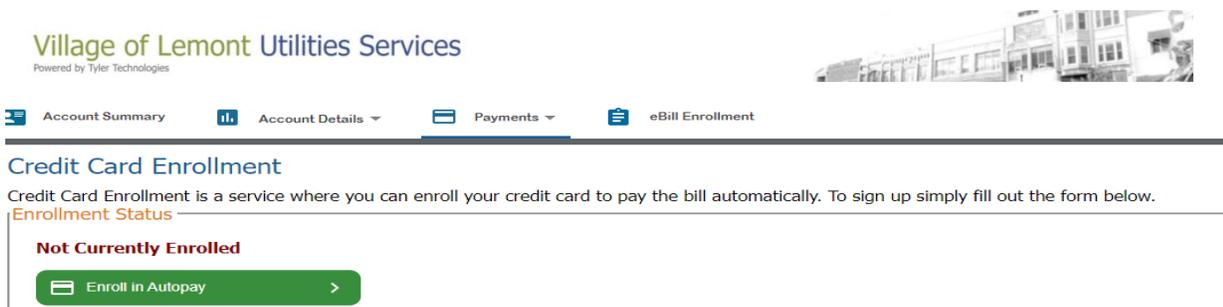
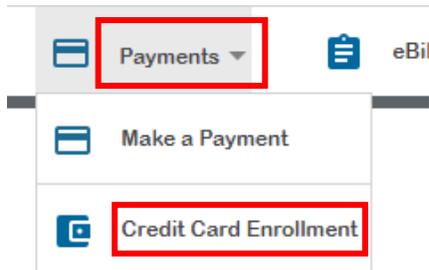


Step 1: Access the “Credit Card Enrollment” page



On the top navigation bar, click “Payments” and select “Credit Card Enrollment.”



If you are not enrolled in Autopay, click the “Enroll in Autopay” button.

PLEASE NOTE: If you are currently enrolled in bank draft autopay, you will NOT be eligible to enroll in the credit card payment until you cancel your AutoPay method.



Credit Card Enrollment

The account is actively enrolled in Bank Draft. Therefore, it is NOT eligible for Credit Card Enrollment.

Enrollment Status

Actively Enrolled in Bank Draft

Grandfathered AutoPay customers who are enrolled in bank draft autopay with an "Authorization Agreement for AutoPay" will continue to have the Bank Draft AutoPay system. Bank Draft AutoPay customers will not have access to enter the new automatic payment system through the portal. Bank Draft AutoPay customers [will need to cancel their current payment method](#) before switching to the new system. You can fill out a form to request to [cancel your current payment method](#) or call the Finance Department.

Step 2: Select AutoPay Payment Method – Card or eCheck

Enter your automatic payment information

To complete your enrollment, enter a new card or eCheck to charge for automatic payments on the following account.

Account 0
Account description -

Your automatic payments will be processed on the due date of your bills

How are you going to pay?

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt
Enter a valid email address

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Enter AutoPay - Credit Card Payment Information

How are you going to pay?

Enter new credit card

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Enter new eCheck

Where should we send your receipt?

Email for receipt

Enter a valid email address

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Back

Finish

Enter your card payment details. Be sure you use the address the credit card bill is mailed/addressed to. Enter an email for confirmation receipt.

Enter AutoPay – eCheck Payment Information

How are you going to pay?

Enter new credit card

Enter new eCheck

Account type

Bank name

Account number

Confirm account number

Routing number

Confirm routing number

Name on account

Where should we send your receipt?

Email for receipt

Enter a valid email address

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Back

Finish

Enter your eCheck payment details. Enter an email for a confirmation receipt.

Step 3: Confirm AutoPay Enrollment



You're all set!

You have enrolled in automatic payments for the following account.

Account

Account description

Continue

The screen indicates that you are fully enrolled in reoccurring card/eCheck payment.

Account Summary Account Details ▾ **Payments ▾** eBill Enrollment

Credit Card Enrollment

Thank you for enrolling in Credit Card Enrollment!

Enrollment Status

Actively Enrolled

Cancel Autopay >

You will be able to cancel autopay by clicking “Cancel Autopay” on the “Credit Card Enrollment” page.