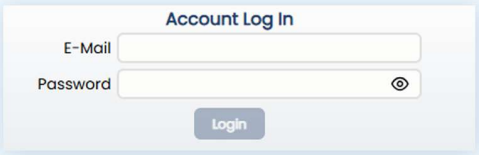
How to Enroll in AutoPay

If You Are a NEW Online Bill Pay User

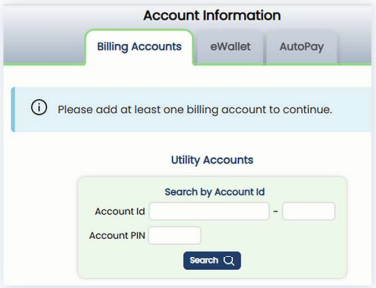
AutoPay is a recurring, secure and convenient payment method which ensures your utility bill is paid on time each month. Before you can enroll in AutoPay, you must first create an account and link your account.

Step 1: Log In or Create Your Online Account



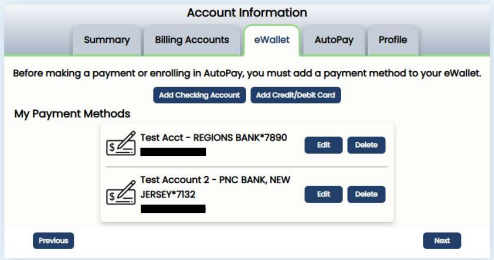
1) Go to the online payment portal.
2) If you already created a login, enter your **email** and **password**.
3) If not, click **"Create an account"** to set up your profile.

Step 2: Add a Billing Account



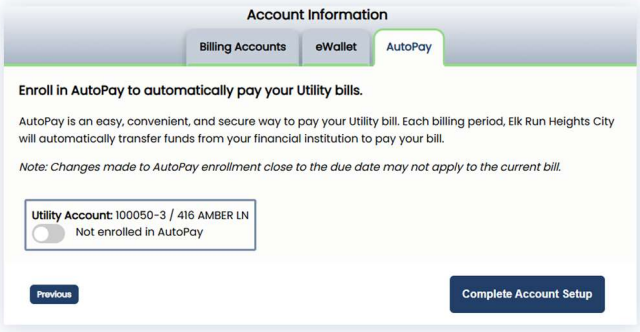
You must link your utility account to your online profile.
1) Navigate to the **Billing Accounts** tab.
2) In the **Utility Accounts** section, enter:
   - Account ID
   - Account PIN
3) Click **Search**.
4) When your account appears, click **Add** to link it to your profile.

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.

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!

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

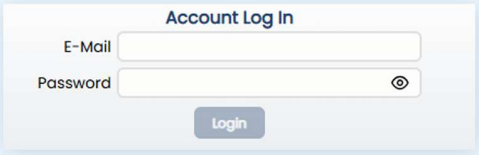
How to Enroll in AutoPay

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

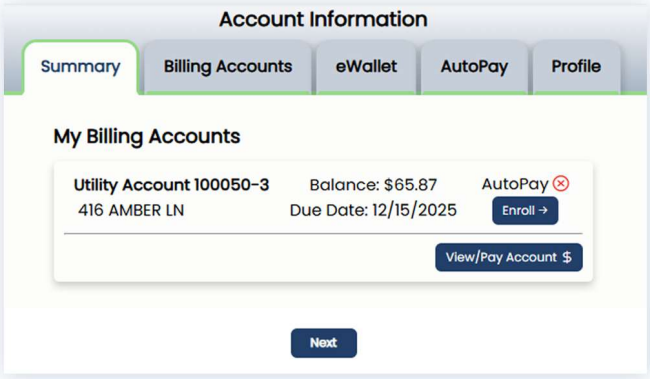
1) Go to the online payment portal.
2) Enter your **email** and **password** to access your account.



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!



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.