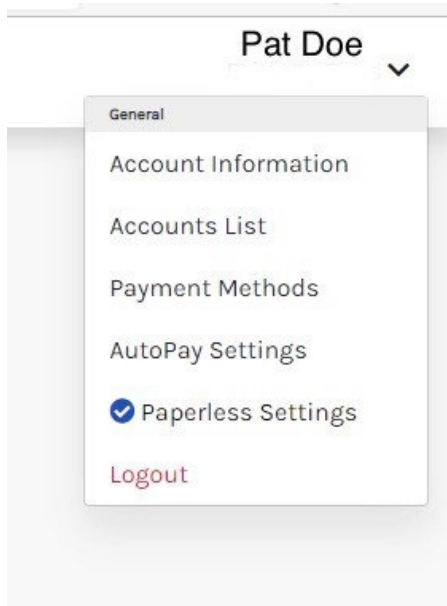**AutoPay Instructions**

1. Click on your name in the top right corner of the screen (with the downward arrow) and click on AutoPay Settings:

2. You'll need to click on edit to update your AutoPay settings:

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

Account #	Type	Status	Payment Method	
63459-0	Magnolia	Not Signed Up	----	Edit

3. Your account that you are setting up on AutoPay should pre-populate under "select an account". Your invoice type will be your **Utility Operating Company** and this should automatically populate as well. You will drop down the payment method that you'd like to use on AutoPay at this time.

Edit AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

| #63459-0 - Test Test | ∨ |

Invoice Type *

| Magnolia | ∨ |

Use this payment method * Add Your Own

| Please select a Payment Method | ∨ |

How To Save a Payment Method

If you have not saved a payment method before, you'll click on "add your own" and enter the payment method directly.

Saved Payment Methods

Manage your Payment Methods

➕ Add New Credit/Debit Card
➕ Add New Bank

ℹ

You don't have any saved payment methods.

You may add a new Credit/Debit Card by clicking here.

You may add a new Bank by clicking here.

4. You will need to change your AutoPay selection to, "Yes, put me on AutoPay" and save this autopay setup.

AutoPay Status *

◉ Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.
○ No, I do not want AutoPay

Standard service fees may be applied if applicable.

✔ Save this AutoPay Setup

Congratulations, you have signed up for AutoPay!