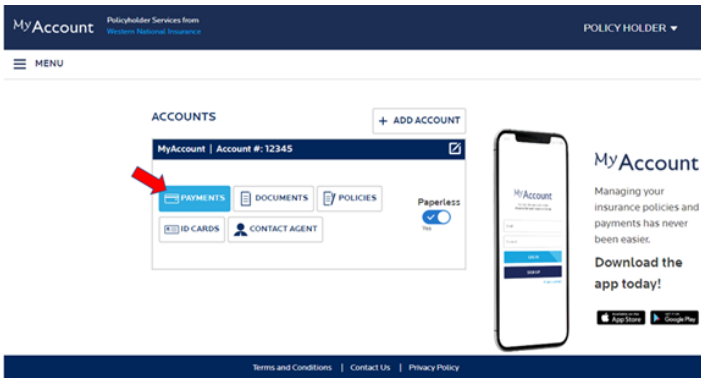


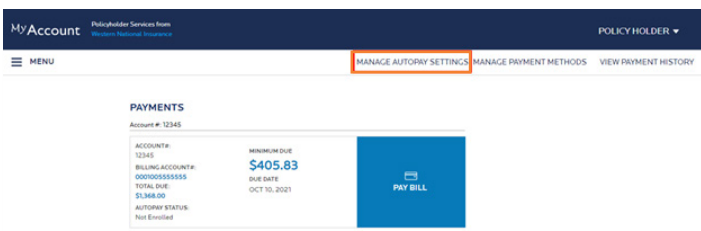


Turn on/Turn off AutoPay

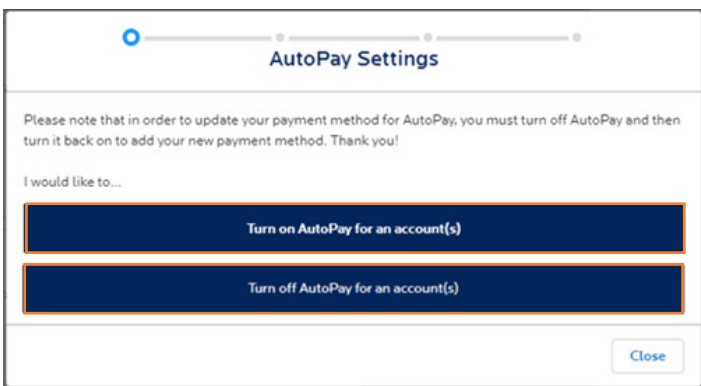
A Guide for Customers



1. From the *MyAccount* home page, click on the “Payments” button.



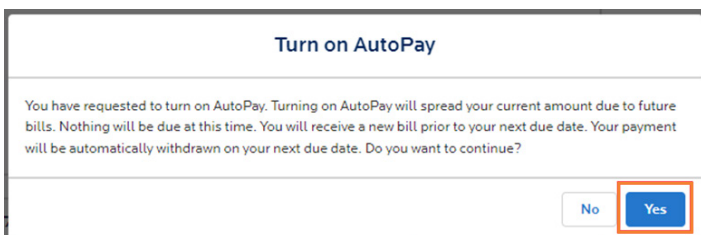
2. To turn on AutoPay or to turn off AutoPay, click on “Manage Autopay Settings” at the top of the page.



3. If there are accounts or policies that are enrolled in AutoPay, you will see the “Turn off AutoPay” button.

If there are accounts or policies that are eligible for AutoPay, you will see the “Turn on AutoPay” button.

After clicking either “Turn on AutoPay” or “Turn off AutoPay”, follow the prompts on each screen to complete the process.



4. If you click “Turn on AutoPay”, a window will appear describing how AutoPay will be applied to your account. Click “Yes” to continue, or click “No” if you no longer want to set up AutoPay.

Turn On AutoPay

Eligible Accounts

- Billing Account: 123456 - PAP123456 Not Enrolled
- Billing Account: PU23456 - PU23456 Not Enrolled

Pending Enrollment Accounts

Ineligible Accounts

Billing Account: HO12345 - HO12345

Close Back **Next**

5. The next screen will show all the accounts that are eligible for AutoPay enrollment. Click on the accounts you would like to enroll in AutoPay and click “Next”. Then follow the prompts on each screen to enter payment information.

Turn On AutoPay

Confirm Details and Enroll

Financial Institution:

First Financial
Routing #: 123456789
Account #: 2345678901
Account Type: Checking

Installment Options

Preferred Due Date: 0
Payment Option: Monthly

Selected account for AutoPay enrollment (1):

653791 PAP123456 ✓

I have read and accept the [Terms and Conditions](#).

Close Back **Submit**

6. The final screen will show all the information that will be applied once AutoPay is enabled. Review the information, select the box indicating that you have read the terms and conditions, and click “Submit”.

✔ Your AutoPay request is processing. You will receive an email with additional information shortly. ✕

7. After clicking “Submit”, the message in green will display on the page, confirming your enrollment is being processed, and you will receive an email with more information.

BILL ACCOUNT#: 0001000234000

BALANCE DUE	MINIMUM DUE
\$1,606.10	\$803.09
AUTOPAY STATUS	DUE DATE
Enrolled	APR 28, 2022

Enrolled in Autopay

> [ACCOUNT POLICIES](#)

8. The first email you receive from *MyAccount* notifies you that your AutoPay request is being processed. You will receive a second email that confirms the AutoPay setup is complete. Your *MyAccount* page will now state “Enrolled in Autopay”.