④ Easy Steps to Register for AutoPay

To enroll for AutoPay, you must have a *Saved Payment Method* associated with your account. Once that has been established, follow the steps below.

1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select "**AutoPay**", OR under *Services*, select "**AutoPay**".

3 On the *New AutoPay Setup* page, verify the correct account is selected, as well as the correct invoice type and desired payment method. Select the radio button "**Yes, put me on AutoPay**" By selecting "**Yes**", you are agreeing to the Terms and Conditions. Click the "**Save this AutoPay Setup**" button.

2 On the *AutoPay* page, select "**+New AutoPay Setup.**"

4 After clicking the *Save this AutoPay Setup* button, you will be returned to *Your Account at a Glance* page, where you will see a *green checkmark* confirming *AutoPay* is active.

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