## (5) Simple Steps to Register for Pay By Text

On Your Account at a Glance page, from the My Profile drop down menu, select "Pay By Text", OR under Services, select "Pay By Text".





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On the Pay By Text page, check, "Sign up for Pay By Text" and "enter your mobile phone number". Then, select "Save my changes".

	Pay by Text
	Your Accounts
	#UTIL-1003 - Sally Sampler
	Sign up for Pay By Text
	Enter a Phone Number *
	Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information.
	Save my changes
6	On the Pay by Text page, you will receive confirmation that "Your information has been updated successfully". Next,



Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information.

Please note, if you change this number, the previous number will no longer receive pay by text notifications.



Return to the Payment Portal. On Your Account at a Glance page, you will see a green checkmark confirming Pay By Text is active.

## Your Account at a glance

I want to			Services	
Pay my invoice	is 🔉		C AutoPay	🖍 EDIT
Manage my accounts >			💋 Paperless	🖌 EDIT
			Pay By Text	×
Recent Open	Invoices >		Recent Closed Inv	voices >
Invoice Date	Due On	Balance Due	Invoice Date	Account#
Invoice Date 8/17/2021	Due On 9/10/2021	Balance Due \$127.78	Invoice Date 7/19/2021	Account # UTIL-1008
			7/19/2021	UTIL-1008
	9/10/2021		7/19/2021 6/20/2021	UTIL-1008 UTIL-1008 UTIL-1008
8/17/2021	9/10/2021		7/19/2021 6/20/2021 6/2/2021	UTIL-1008 UTIL-1008 UTIL-1008
8/17/2021 Recent Paym	9/10/2021	\$127.78	7/19/2021 6/20/2021 6/2/2021 Upcoming Schedu	UTIL-1008 UTIL-1008 UTIL-1008
8/17/2021 Recent Paym Payment Date	9/10/2021	\$127.78 Amount	7/19/2021 6/20/2021 6/2/2021 Upcoming Schedu	ити-1008 ити-1008 ити-1008