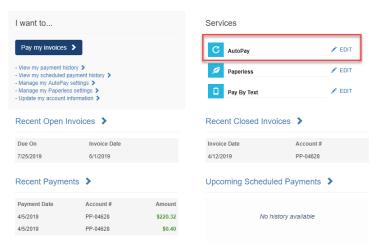# Registering for AutoPay
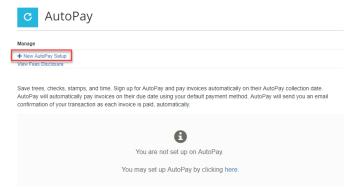## A STEP BY STEP GUIDE

1 From the Payment Portal, select the Edit button to the right of AutoPay - OR - from the My Profile menu at the top of the screen, select AutoPay.
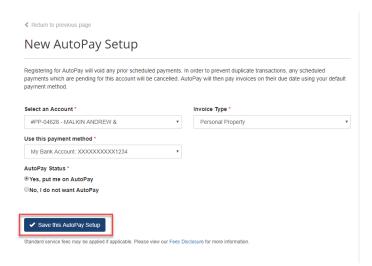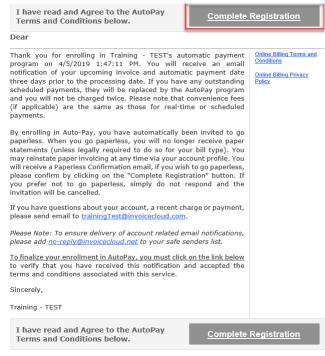
Your Account at a glance

I want to...

Pay my invoices ❯

- View my payment history ❯
- View my scheduled payment history ❯
- Manage my AutoPay settings ❯
- Manage my Paperless settings ❯
- Update my account information ❯

Services

⟳ AutoPay	✎ EDIT
🖊 Paperless	✎ EDIT
📱 Pay By Text	✎ EDIT

Recent Open Invoices ❯

| Due On | Invoice Date |
| 7/25/2019 | 6/1/2019 |

Recent Closed Invoices ❯

| Invoice Date | Account # |
| 4/12/2019 | PP-04628 |

Recent Payments ❯

Payment Date	Account #	Amount
4/5/2019	PP-04628	$220.32
4/5/2019	PP-04628	$0.40

Upcoming Scheduled Payments ❯

No history available

2 From the AutoPay page select New AutoPay Setup.

⟳ **AutoPay**

Manage

+ New AutoPay Setup
View Fees Disclosure

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.

ⓘ

You are not set up on AutoPay.

You may set up AutoPay by clicking here.

3 On the setup page, verify that the correct account is selected, as well as the correct invoice type and the desired payment method. Then click **Save this AutoPay Setup.**

‹ Return to previous page

New 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 *
#PP-04628 - MALKIN ANDREW & ▼

Invoice Type *
Personal Property ▼

Use this payment method *
My Bank Account: XXXXXXXXX1234 ▼

AutoPay Status *
◉ Yes, put me on AutoPay
○ No, I do not want AutoPay

✓ Save this AutoPay Setup

Standard service fees may be applied if applicable. Please view our Fees Disclosure for more information.

4 Next, you will receive an email to complete the AutoPay registration. The email notification contains all of the Terms and Conditions, the Electronic Signature Disclosure and a link you must click on to complete the AutoPay registration.

| I have read and Agree to the AutoPay Terms and Conditions below. | **Complete Registration** |

Dear

Thank you for enrolling in Training - TEST's automatic payment program on 4/5/2019 1:47:11 PM. You will receive an email notification of your upcoming invoice and automatic payment date three days prior to the processing date. If you have any outstanding scheduled payments, they will be replaced by the AutoPay program and you will not be charged twice. Please note that convenience fees (if applicable) are the same as those for real-time or scheduled payments.

By enrolling in Auto-Pay, you have automatically been invited to go paperless. When you go paperless, you will no longer receive paper statements (unless legally required to do so for your bill type). You may reinstate paper invoicing at any time via your account profile. You will receive a Paperless Confirmation email, if you wish to go paperless, please confirm by clicking on the "Complete Registration" button. If you prefer not to go paperless, simply do not respond and the invitation will be cancelled.

If you have questions about your account, a recent charge or payment, please send email to trainingTest@invoicecloud.com.

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.

To finalize your enrollment in AutoPay, you must click on the link below to verify that you have received this notification and accepted the terms and conditions associated with this service.

Sincerely,

Training - TEST

Online Billing Terms and Conditions

Online Billing Privacy Policy

| I have read and Agree to the AutoPay Terms and Conditions below. | **Complete Registration** |

* The AutoPay registration is not complete until you select Complete Registration.

5 After clicking on the **Complete Registration** link in the email, you will be directed to a confirmation page where you can login to the Payment Portal. The dashboard appears showing the green check confirming the user's AutoPay sign up.

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