

HOW TO SIGN UP FOR AUTOPAY

Adding a New Payment Method

1. Go to [Your Online Account](#) and log in
2. To start, click “**AutoPay Setup**” located on the right side of your online account



Billing Address
Sample Resident
PO BOX XXXXXX

Calexico CA 92110

Pay Now **EBill** **AutoPay Setup**

3. Click Add/Edit
4. Select the new payment method you wish to add
 - a. Enter the Credit/Debit Card number
 - i. Please do not include the spaces
 - b. Select the expiration month and year
 - c. Enter the security code on the back of the card
 - d. Enter the First and Last name as it appears on the card
 - e. Enter the billing address as it appears on the credit/debit card statement
 - i. There is an option, Billing Address same as service address, to fill down the service address of the location to use as the billing address of the card. (Please do not use this option if the billing address for your card is not the service address of your utility bill.
 - f. The phone number, email address, and additional note fields are optional



Resident Accounts Account Profile Log Out

Payment Method Setup

Card/Account Details Review & Submit

Any details to be presented to the payor such as, warranty, refund, and exchange policies, as well as convenience fee information will be displayed here.

Review Payment Details

<u>BILLING (Information)</u>	<u>SERVICE (Information)</u>
Test Test	Sample Resident
XXXX 2ND ST E	XXXX 2ND ST E
Some City, California	Some City, CA
92110	92110
USA	USA
Card Type	VISA
Credit/Debit Card Number	XXXX1111
Expiration Date	XX/ XXXX
Security Code	
Notes	

By clicking the button below, I authorize my credit card information to be saved for future use.

Back Confirm

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- g. Click **Continue**
- h. Select the checkbox authorizing your account information to be saved for future use
- i. Click **Confirm**
5. Click **Back to AutoPay Setup**
6. Select a payment option that you already have saved.
7. Click **Activate AutoPay Now**

Select a Payment Method to use for automatic payments

Your Saved Payment Methods [Add/Edit](#)

VISA ending in 1111

Activate AutoPay Now!

[AutoPay Terms and Conditions](#)

8. Review the AutoPay Agreement and select the check box in front of “Yes, I have read the above and want to activate AutoPay”
9. Click **Confirm**



Go Green, Go Paperless! Get your statement early and save a tree

Sign up for e-billing once you receive your first bill

Activate AutoPay using a Saved Payment Method

1. To start, click “**AutoPay Setup**” located on the right side of your online account



2. Select the saved payment method



3. Click “Activate AutoPay Now!”
4. Review the AutoPay Agreement and select the check box in front of “Yea, I have read the above and want to activate AutoPay
5. Click Confirm

Editing/Deleting a Saved Payment Method

1. To start, click “**AutoPay Setup**” located on the right side of your online account



2. Click the to delete a saved payment method (‘x’ icon)
 - a. Payment method cannot be deleted if it’s being utilized in AutoPay. You must first stop AutoPay for the selected method.
3. Click the to edit a saved payment method (pencil icon)
 - a. Make any necessary updates
4. Click Update
5. Select the check box authorizing the account to be saved for future use
6. Click Confirm

** We encourage you to pay your current balance and then schedule autopay for the next month’s bill to avoid any issues with payments and late fees.*



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