

HOW TO SIGN UP FOR AUTOPAY

Enroll in AutoPay – Save Time, Stay Current!

AutoPay ensures your bill is paid on time, every time. Setup AutoPay in just a few simple steps to enjoy hassle-free payments and avoid late fees.

How to Sign Up for AutoPay on Your Customer Web Portal

1. Access AutoPay Setup:

- Go to Help > Payment & Billing in the right-hand menu on your dashboard.
- Click on "I want to set up AutoPay" to begin.

2. Select Your Account (for users with multiple linked accounts):

- Use the Account Selector dropdown at the top left to choose the account for which you'd like to set up AutoPay.

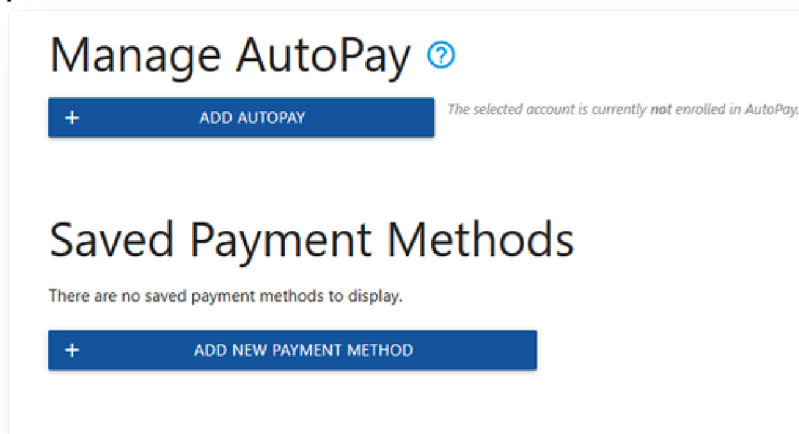
Choose the setup option that best fits your situation:

1. Use an Existing Payment Method

- Click SET AUTOPAY in the top right.
- Select your account, then choose a Payment Option (like Maximum or Fixed Amount).
- Tip: For details on each payment option, click the Info Icon next to Payment Options.
- Click CONFIRM to save or CANCEL to exit.

2. Add a New Payment Method (with an Existing Saved Payment)

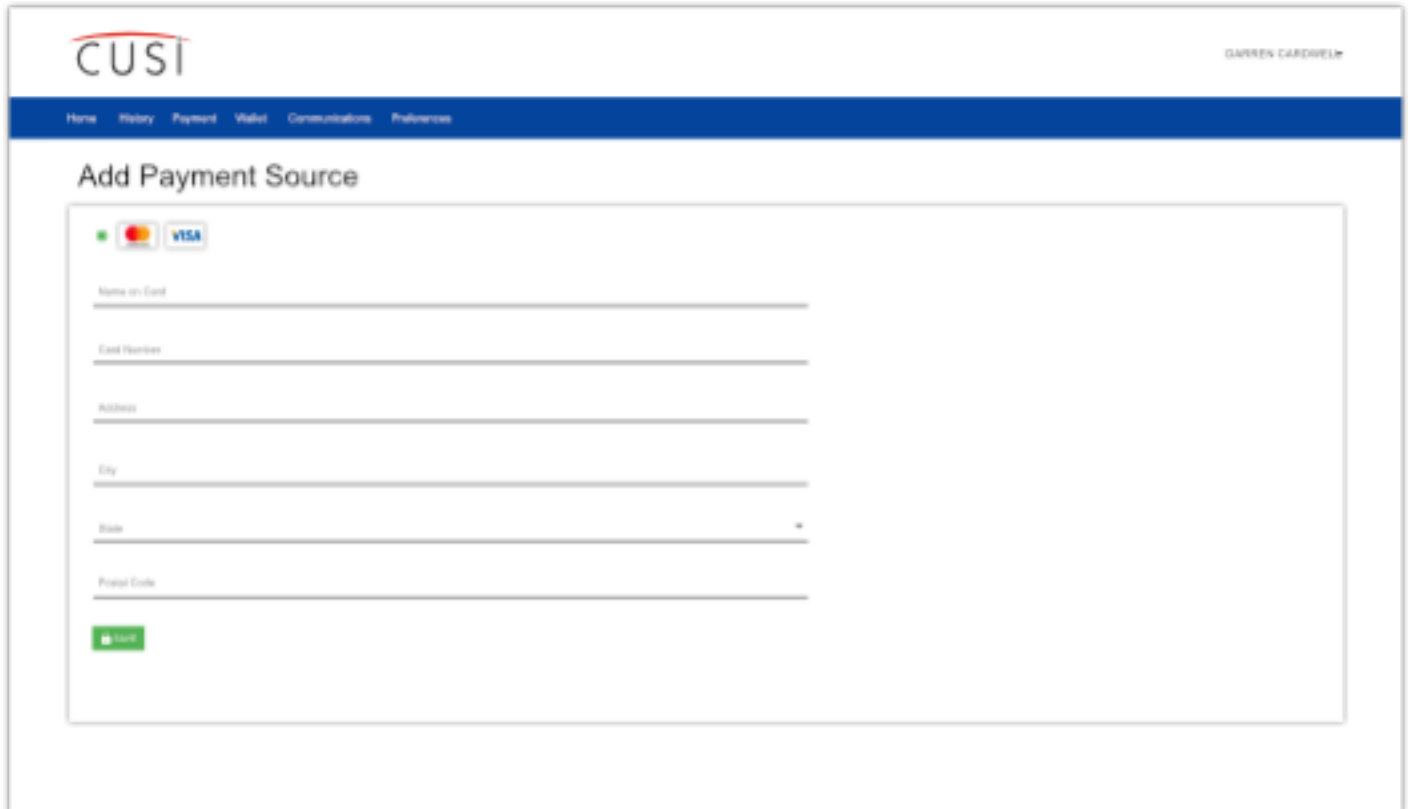
- Click "I want to set up AutoPay," to open the My Payment Methods screen.
- Select ADD NEW CREDIT/DEBIT CARD AUTO PAY in the top right.
- Follow the prompts to enter your payment details and confirm.



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3. Add a New Payment Method (No Existing Saved Payment)

- After clicking "I want to set up AutoPay", the Add Credit/Debit Card screen will appear if no payment method is saved.
- Enter Payment Details: Fill out the required fields based on your selected payment type.
- Click SAVE to complete the setup.
 - Note: Payment methods may vary based on company settings and account configurations.



The screenshot shows a web interface for CUSI. At the top left is the CUSI logo, and at the top right is the user name "GAVIN CARDWELL". Below the logo is a navigation bar with links for Home, History, Payment, Wallet, Communications, and Preferences. The main heading is "Add Payment Source". Below this heading is a form with a dropdown menu for card type, currently showing "VISA". The form contains the following fields: "Name on Card", "Card Number", "Address", "City", "State" (with a dropdown arrow), and "Postal Code". A green "SAVE" button is located at the bottom left of the form.



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