

# Enroll in Auto Bill Pay

\*\*\* Save time by enrolling in Auto Bill Pay. This is a service that will draft the credit card you sign up with for your utility bill. If you are interested in this, please view the following steps to begin enrollment. \*\*\*

1. To enroll in Auto Bill Pay you will need to create a profile and link your account. If you have already created one, then login and click **“Pay Bill”**.

The screenshot shows the 'Account Summary' page. On the left, there is a table of account details:

Alias:	TEST11
Account Number:	200000000000
Name:	WEST WAREHOUSE COMPANY
Service Address:	1015 S HOWARD ST
Current Bill:	10/1/2011
Past Due:	10/1/2011
Adjustments:	0.00
Penalty:	10.00
Payment:	10.00
Balance Due:	10.00
Due Date:	10/1/2011

Below the table are buttons for 'Billing History', 'Payment Tracking', and 'Pay Bill' (highlighted with a red box). Below the 'Pay Bill' button is a red arrow pointing up. To the right of the table are two bar charts: 'Electric Usage History' and 'Water Usage History'. Below the 'Pay Bill' button is a box for 'Automatic Bill Pay' with the text: 'This account is not enrolled. To enroll: pay the balance due and select the Automatic Bill Pay option'.

2. On the next screen you will have to make a payment in **FULL** in order to enroll in Auto Bill Pay with a **Credit Card**. If you do not, then the option to enroll in Auto Bill Pay will not display later in the transaction. Note that if you do not have a current balance, you will need to wait until a new bill is issued for you before proceeding. If you have a current bill with an amount owed, select **“Pay Full Amount”** and then click **“Next”**

The screenshot shows the 'Pay Bill' screen for account 'newTEST11'. It features a payment type selection area with two options: 'Pay Full Amount' (selected and highlighted with a red box) and 'Pay Other (Example:\$20.00)'. The amount '\$132.44' is displayed next to the 'Pay Full Amount' option. Below the selection area is a 'Payment Type:' dropdown menu set to 'CREDIT'. At the bottom of the screen are two buttons: 'Cancel' and 'Next' (highlighted with a red box). A red arrow points to the 'Pay Full Amount' option, and another red arrow points to the 'Next' button.

3. Next you will fill out your name and credit card information. Once completed, you will click the middle checkbox down at the bottom of the payment screen that reads “**Enroll in Automatic Bill Pay using this credit card**”.

**Pay Bill**  
newTEST11

**Amount To Charge: \$132.44**

Enter Payment Information (\*Required Field)

\*Name On Card:

\*Card Type:

\*Credit Card Number:

\*Expiration Date:

\*Security Code:

Billing Address:

Billing City:

Billing State:

Billing Zip Code:

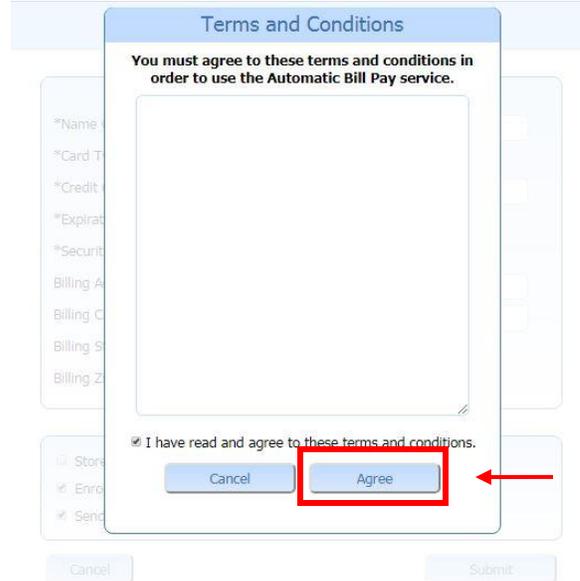
Store this credit card for future payments. [More information](#)

**Enroll in Automatic Bill Pay using this credit card.** [More information](#)

Send Confirmation Email for this payment.

For your security, your credit/debit card information does not get stored on this system. [More information](#)

- This will bring up a Terms and Conditions page explaining what the Auto Bill entails for you as a customer. You will need to read this and once completed, you will then make sure the checkbox is checked and click **“Agree”**. This will return you to the credit card info payment screen where you will click **“Submit”** to make your payment and finalize your enrollment.



- Once finished, this will return you to your Account Summary page. You have now completed your enrollment into Auto Bill Pay and should now see your information below the Account Summary box along with the date your card will be drafted.

