

④ Pasos simples para registrarse en AutoPay

Para inscribirse en AutoPay, debe tener un *Método de pago guardado* asociado a su cuenta. Una vez que lo haya establecido, siga los pasos indicados a continuación.

- 1** En la página *Síntesis de su cuenta*, en el menú desplegable *Mi perfil*, seleccione **"AutoPay"** o en *Servicios*, seleccione **"AutoPay"**.

My Account - My Profile - Support

AutoPay

Change Password

Manage Accounts

Manage Users

Paperless

Payment Methods

Pay by Text

Update Account Info

Update My User Info

Your Account at a glance

I want to...

Pay my invoices

Manage my accounts

Services

AutoPay

Paperless

Pay By Text

Recent Open Invoices

Invoice Date	Due On	Balance Due
8/13/2021	9/6/2021	\$64.75

Recent Closed Invoices

Invoice Date	Account #
7/15/2021	UTIL-1002
6/16/2021	UTIL-1002
5/29/2021	UTIL-1002

Recent Payments

Payment Date	Account #	Amount
8/1/2021	UTIL-1002	\$73.25
7/3/2021	UTIL-1002	\$54.20
6/18/2021	UTIL-1002	\$59.55

Upcoming Scheduled Payments

No history available

- 3** En la página *Nueva configuración de AutoPay*, verifique que se haya seleccionado la cuenta correcta, al igual que el tipo de factura correcta y el método de pago deseado. Seleccione el botón de selección **"Sí, inclúyeme en AutoPay"**. Al seleccionar **"Sí"**, acepta los Términos y Condiciones. Haga clic en el botón **"Guardar esta configuración de AutoPay"**.

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 * #UTIL-1004 - Thaddeus Madge

Invoice Type * Utility Services

Use this payment method * Visa ending in 1111

AutoPay Status *

Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.

No, I do not want AutoPay

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

Save this AutoPay Setup

- 2** En la página *AutoPay*, seleccione **"Nueva configuración de AutoPay"**.

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.

- 4** Después de hacer clic en el botón *Guardar esta configuración de AutoPay*, volverá a la página *Síntesis de su cuenta*, donde verá una *marca de verificación verde* que confirmará que *AutoPay* está activo.

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