

How to Set-up and Manage AutoPay



Set-up Auto Pay

1. Click the **AutoPay** icon on the left-hand side.

2. Click the **Add New AutoPay** button.



3. Enter Autopay information, then click **Save**.

Add AutoPay

Start	End	Payment Method
12/11/2023	When Canceled	Payment Method > ⓘ

Amount Limit (Optional): \$ ⓘ

If the amount due exceeds your amount limit, your AutoPay payment will not be made and we will notify you through email.

Email Address
email@domain.com ⓘ

Want text notifications? Enter a mobile phone number
- - -

[Cancel](#) [Save](#)

4. Review and Accept the Terms & Conditions.

How to Set-up and Manage AutoPay



Manage Autopay

1. Click the **AutoPay** icon on the left-hand side.
2. To update AutoPay, click **Update** under Actions.



AutoPay

Start	End	Payment Method	Email Address	Actions
12/11/2023	When Canceled	MasterCard *5045	domain@email.com	Update Cancel

3. Update AutoPay information, then click **Update**. You can update: Email address, Phone Number, Expiration Date, Zip Code, and Security Code.

Update AutoPay Payment

Start
12/11/2023

End
When Canceled

Pay Using
MasterCar... > ⓘ

Select to update card details and click Save.

Expiration Date
mm ▼ yyyy ▼ Zip Code ⓘ Security Code ⓘ

Amount Limit (Optional): \$ ⓘ

If the amount due exceeds your amount limit, your AutoPay payment will not be made and we will notify you through email.

Email Address
domain@email.com ⓘ

Want text notifications? Enter a mobile phone number 555 - 555 - 5555

Cancel **Update**

If you need to **Remove** the card on file:

1. Click the **AutoPay** icon on the left-hand side.
2. To update Autopay, click **Cancel** under Actions.

Start	End	Payment Method	Email Address	Actions
12/11/2023	When Canceled	MasterCard *5045	domain@email.com	Update Cancel

3. Click **Yes** to confirm the cancellation of Auto Pay.

Cancel Autopay Enrollment?

Are you sure you want to cancel this AutoPay enrollment?