

# 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.

## Steps:

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 Edmunds Gov Tech portal. On the right side, there is a 'Current Bill' section with a 'Pay Bill' button highlighted by a red box. The account details on the left include Account Number 103001575.00 97, Name SAMUEL JOE, and Service Address 6817 BRISTLE CT, SALESVILLE, NC 27069.

On the next screen you will have to make a payment of any amount 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. Select DUE NOW or OTHER and enter the amount then select the PAYMENT METHOD and click ADD PAYMENT.



The screenshot shows two sections. The 'Choose Payment Amount' section has three radio buttons: 'Due Now' (selected and highlighted with a red box), 'Balance Due', and 'Other'. The 'Choose Payment Method' section has a dropdown menu for 'Payment Method' with 'American Express' selected (highlighted with a red box). At the bottom right, there is an 'Add Payment' button highlighted with a red box.

Next you will click SETUP AUTOMATIC BILL PAY



The screenshot shows a table with one row: 'Utility Bill (103001575.00 97)' with a value of '\$778.49'. Below this row, there is a 'Total' row with a value of '\$778.49'. A red box highlights the 'Setup Automatic Bill Pay (Setup)' link next to the first row.

### Steps:

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 and ENROLL. CLICK UPDATE to make your payment and finalize your enrollment.



The screenshot shows a 'Terms and Conditions' window titled 'Automatic Bill Pay Information'. It lists three bullet points: 'Your credit card will be automatically charged the current balance due on the due date.', 'A receipt will be sent to your login email address whenever your credit card is charged.', and 'You may easily disable automatic bill pay on the account summary page, if you decide to stop.' Below the text is a checkbox labeled 'I have read and agree to these terms and conditions.' which is checked. To its right are radio buttons for 'Enroll' (selected) and 'Do Not Enroll'. At the bottom right is an 'Update' button.

Next you will click CHECKOUT.



The screenshot shows a 'Payment Method' section with 'American Express' selected. There is a 'Change' link next to it. A 'Checkout' button is located at the bottom right.

Once finished, You will have to ENTER YOUR CREDIT CARD INFORMATION and select STORE THIS CREDIT CARD to complete 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. An email confirmation will be sent to your email address.



The screenshot shows a form titled 'Total Amount Due: \$778.49' with a section for 'Enter Credit Card Information (\*Required Field)'. Fields include Name On Card, Card Type (set to American Express), \*Credit Card Number, \*Expiration Date (4 / 2023), \*Security Code, Billing Address, Billing City, Billing State, and Billing Zip Code. Below these fields are two checkboxes: 'Store this credit card for future payments.' (checked) and 'Send email receipt.' (checked). At the bottom are links for '< Back To Cart' and a 'Submit Payment' button.

The screenshot shows a confirmation box titled 'Automatic Bill Pay'. It states 'This account is enrolled.' followed by 'Visa' and the card number 'xxxx-xxxx-xxxx-5775'. It also says 'Will be paid on May 3, 2023.' and includes a 'Deactivate' button at the bottom.