

How to Add a New Credit Card or New Checking Account Used For Auto Pay

You must make a payment in any amount using the new payment account you would like to use for Auto Pay. This will store the new payment profile, which will be making it available to update Auto Pay. The payment will be credited to your account.

- Make a Payment
 - Select 'I want to pay with a new Credit Card'.
 - Select yes to 'Store this payment info for future use'.
 - Complete payment
 - Credit Cards – Continue with Auto Pay step.
 - Checking Accounts – Wait two Business day before continuing.
- Auto Pay
 - Select 'Change Payment Type for Auto Pay'.
 - Select the newly stored payment type and Complete process.

NOTE: Once a successful enrollment occurs you will see the following message.

Thank you!

If you are enrolling in Auto Pay service for the first time, then your Auto Pay service will be active within 2 billing cycles. Please continue to pay your bills until you see "Auto Pay – Do Not Pay" in the Amount Enclosed box on the bottom portion of your bill.

If you are updating your information, please make sure that your next bill says "Auto Pay – Do Not Pay". If not, then please pay your bill using another payment method.

If you have additional questions about Auto Pay, please see the back of your most recent monthly bill.

Please continue to review your actual bill to ensure that the 'Auto Pay-Do Not Pay' message is displayed on the bills payment summary located on the top right of the bill.