

How To Set Up Auto Pay Alerts (web portal)

STEP 3

STEP 1



Click on the Pay My Bill left menu on the homepage of our website.



Sign in to your account using your email address and password you set up during registration.

STEP 5

STEP 2



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On the home screen click on the Bill & Pay menu on the left and then click on the Auto

STEP 4



If you have not set up your security phrase yet, you will need to click on the Create a security phrase link.

STEP 7

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Click on the Enroll button and select Add New Card or Add New Bank Account.



If you are taken to the security phrase page, type in your new security phrase and click the Save button.

STEP 8



The Add New Card page will look like this. Follow the prompts on the screen to finish the process.

STEP 6



To activate the Enroll button, check the Terms & Conditions box.

STEP 9

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The Add New Bank Account page will look like this. Follow the prompts on the screen to finish the process.