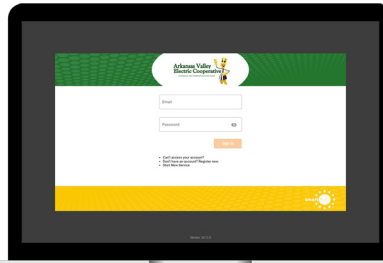


## STEP 1



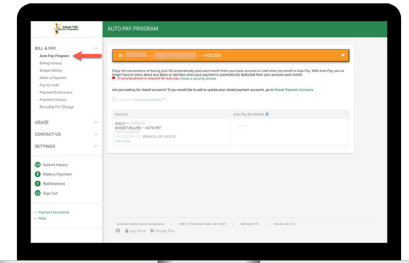
Click on the **Pay My Bill** left menu on the homepage of our website.

## STEP 2



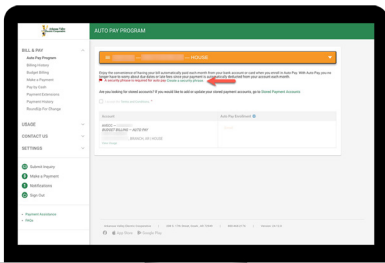
Sign in to your account using your email address and password you set up during registration.

## STEP 3



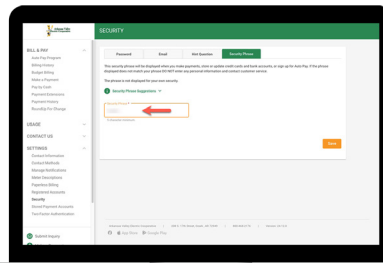
On the home screen click on the **Bill & Pay** menu on the left and then click on the **Auto Pay Program** sub-menu.

## STEP 4



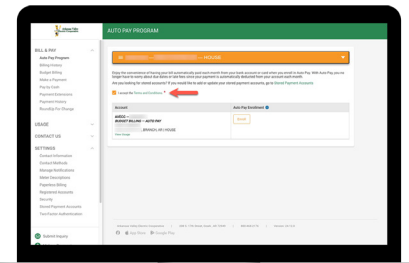
If you have not set up your security phrase yet, you will need to click on the **Create a security phrase** link.

## STEP 5



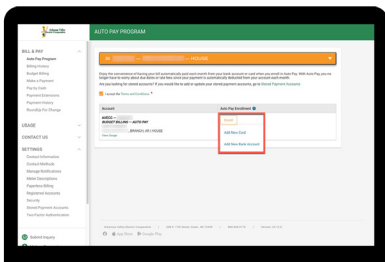
If you are taken to the security phrase page, type in your new security phrase and click the **Save** button.

## STEP 6



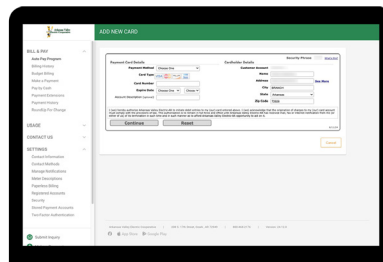
To activate the Enroll button, check the **Terms & Conditions** box.

## STEP 7



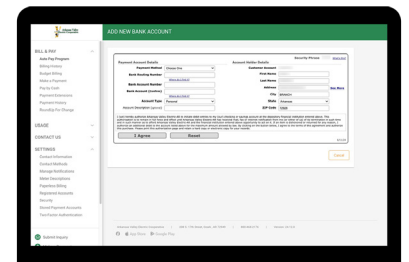
Click on the Enroll button and select **Add New Card** or **Add New Bank Account**.

## STEP 8



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

## STEP 9



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