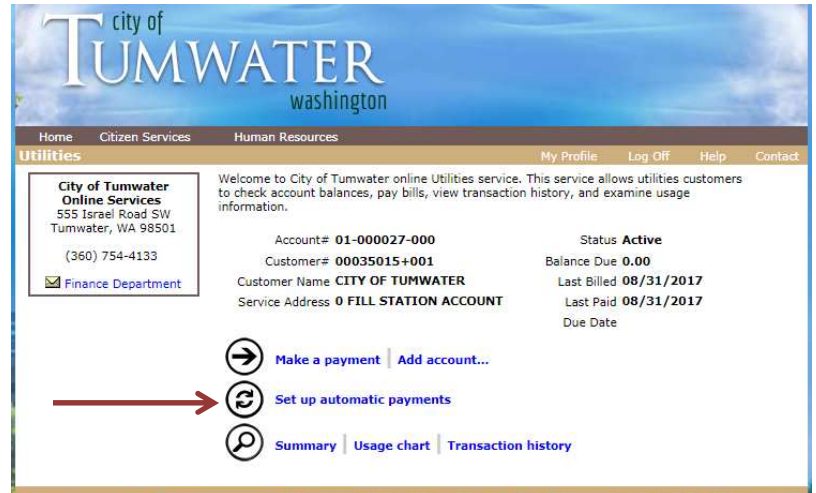


Optional: Set up Recurring Autopayments

- Automatic payments can be set up either with a debit or credit card, or to come directly out of a checking or savings account.
- All automatic payments are processed on the 25th of each month, **but must be set up two business days prior to the 25th in order to be applied to your current bill.**
- You will receive e-mail notification if your payment does not process. A one-time payment should be made in a timely fashion to avoid a late penalty being assessed to your account.

1. After logging in to your eUser profile, the screen to the right will appear. Select the **“Set up automatic payments”** link.

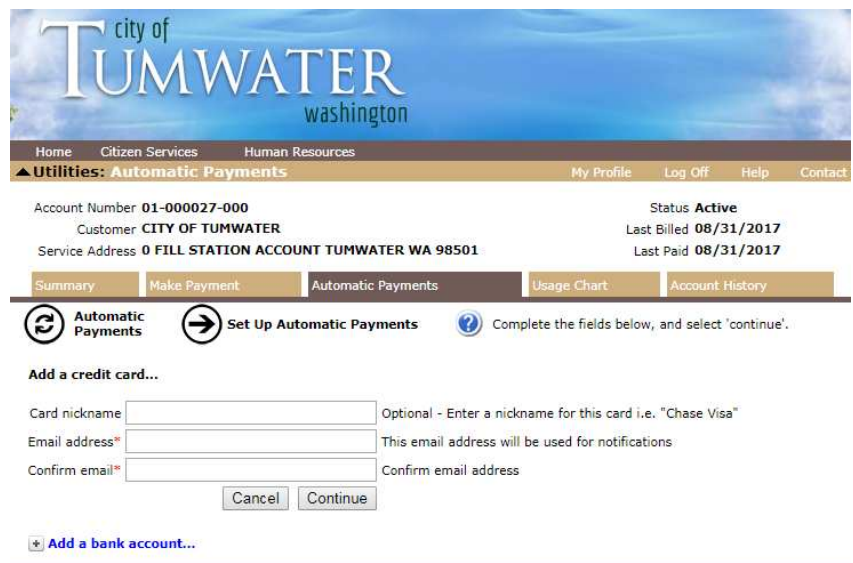
- If you have already gone past this screen, click **Citizen Services** (in the brown bar at the top of the screen), and then **Utilities** (this will appear on the left side of the screen).



2. The screen to the right will appear. You may either add a **Credit or Debit Card** or a **Checking or Savings Account**.



3. If using a **Credit or Debit Card**, the following screen will appear. (If using a checking or savings account, proceed to #6) Complete each field per the directions to the right of the field. **The fields with a “*” are required.**



4. The screen to the right will appear. Complete each field below. **All fields are required.**

Card Type: All major cards accepted; debit or credit.

Card Number: Enter card number with no dashes or spaces.

Expiration Month: From card.

Year: From card.

CVV2 Code: Enter three-digit security code from the back side of your card.

Name On Card: Type the name exactly as it appears on the card.

Address, City, State, Zip, Country: **Billing** address for card; **MUST** match what your bank has on file for your card's billing address.

Select "Add Payment Method"

5. The screen to the right will appear. Your card should be listed with the word 'Active' to the left.

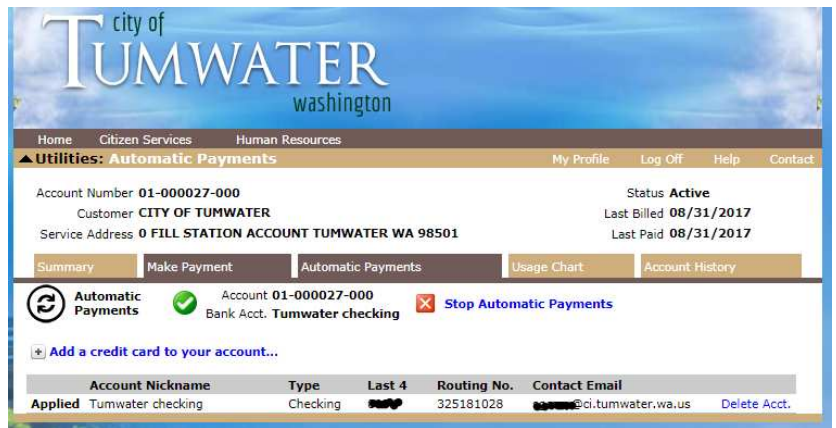
Credit Card Nickname	Type	Last 4	Expires	Contact Email
Active Tumwater Visa	Visa	0000	07/20	XXXXXXXX@CI.TUMWATER.WA.US

6. If using a **Checking or Savings Account**, the following screen will appear. Complete each field per the directions to the right of the field. **The fields with a "*" are required.**

Please note that your bank's routing number and your bank account number may be in a different location than shown in the example photo. Double check that these numbers are in the correct fields before continuing.

Hit 'Continue'

5. The screen to the right will appear. Your card should be listed with the word **'Applied'** to the left.



Stopping auto payments:

To **STOP** autopayments temporarily but **SAVE** your card or account entry, hit the 'Stop Automatic Payments' button next to the red 'X' on the autopay tab of your online profile.



To restart a saved autopay entry, click 'Turn on Automatic Payments' on the autopay tab of your online profile.



To **delete** an autopay entry entirely, click the blue 'Delete Acct' button directly to the right of the entry. **This should be done prior to adding a new autopay entry to your account.**

