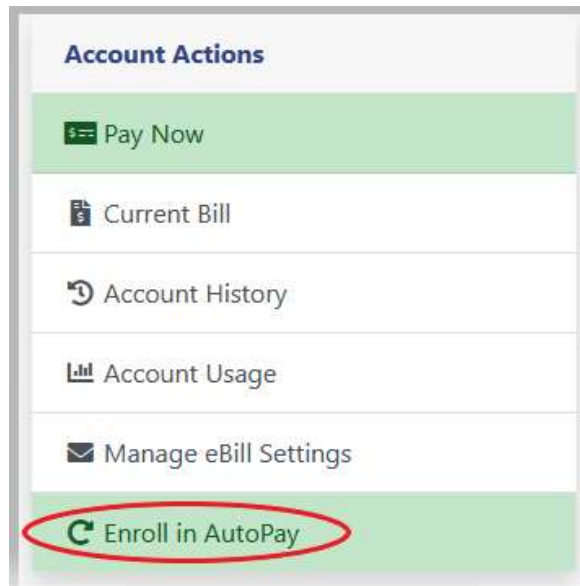


# Enroll in AutoPay

1. On the right side under **Account Actions** select **Enroll in AutoPay**



2. If no Payment Methods have been saved click **Click Here to Add Payment Methods**
  - a. If you already added a Payment Method skip to step 9

**AutoPay Settings**

No Payment Methods have been saved. A Payment Method must be saved in order to enroll in AutoPay.

[Click Here to Add Payment Methods](#)

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	Not Enrolled
<i>Service Name</i>	
<i>Service Address</i>	
<input type="button" value="I Agree"/> <input type="button" value="Cancel"/>	

## Enroll in AutoPay

- You will be automatically be taken to the Pay Methods screen. Click **Add a New Payment Method** on the right and select **Bank Account**

Payment Methods

Add a New Payment Method

Bank Account  
Credit Card

AutoPay is available for ACH (bank draft) only  
\*IF SIGNING UP FOR AUTOPAY, ONCE PAY METHOD IS ADDED CLICK "ACCOUNTS" (LEFT SIDE OF SCREEN) & CLICK AUTOPAY & COMPLETE SIGN UP

- Fill out the Payment Method information (*Note: Nickname is not required*)
- Click **Save Payment Method**

Create a New Payment Method

Add a New Bank Account

Bank Name

Bank Account Number

Confirm Account Number

Routing Number

Confirm Routing Number

Account Type

Check Type

Nickname (recommended)

Save Payment Method Cancel

- Once saved you will see your payment method listed below **Saved Payment Methods**
- Click **Accounts** on the left side

Payment Methods

Add a New Payment Method

AutoPay is available for ACH (bank draft) only  
\*IF SIGNING UP FOR AUTOPAY, ONCE PAY METHOD IS ADDED CLICK "ACCOUNTS" (LEFT SIDE OF SCREEN) & CLICK ENROLL IN AUTOPAY & COMPLETE SIGN UP

Saved Payment Methods

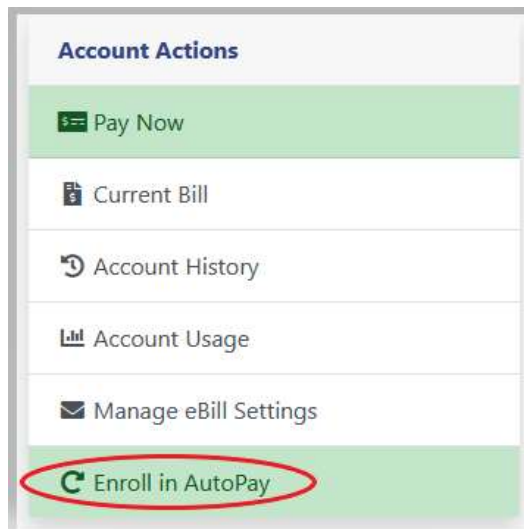
Nickname	Type	Account	Used for AutoPay
My saved bank account	Bank Account	Personal Checking Account at m and t ending in 3456	No

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## Enroll in AutoPay

- Click **Enroll in AutoPay** on the right under **Account Actions**



- In the dropdown under **AutoPay Payment Method** select your saved payment method

AutoPay Settings

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0 Service Name Service Address	<div>Not Enrolled</div> <div>Not Enrolled</div> <div>My saved bank account</div>

I Agree Cancel

## Enroll in AutoPay

10. Once a Payment Method has been selected you must select a payment date (there is only one option in this dropdown)

**AutoPay Settings**

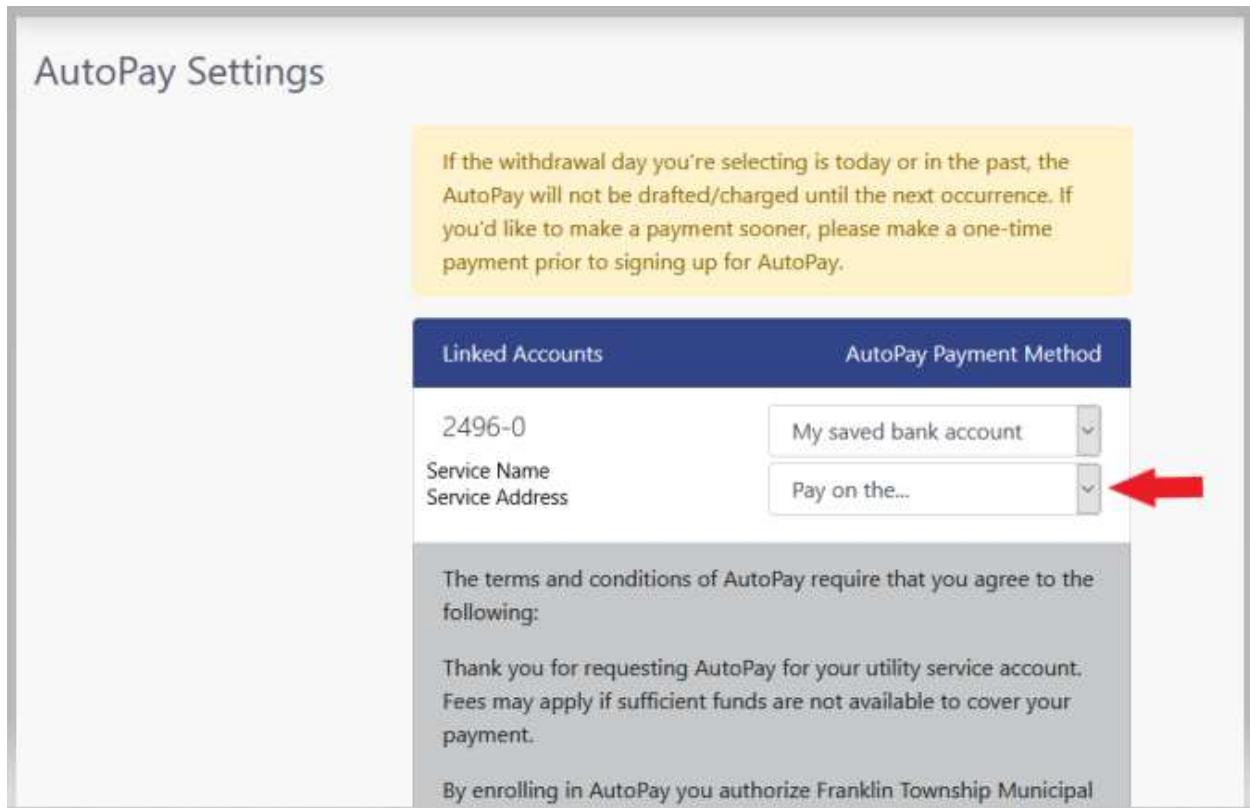
If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	My saved bank account
Service Name	Pay on the...
Service Address	

The terms and conditions of AutoPay require that you agree to the following:

Thank you for requesting AutoPay for your utility service account. Fees may apply if sufficient funds are not available to cover your payment.

By enrolling in AutoPay you authorize Franklin Township Municipal

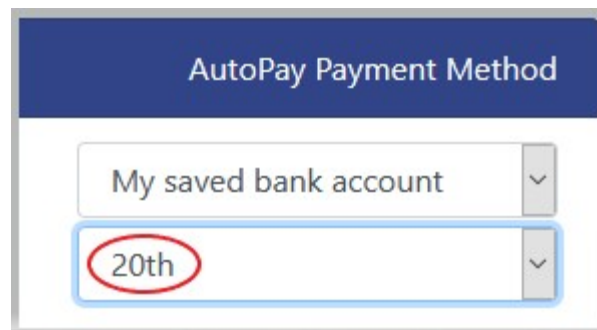


11. Selected payment date below:

**AutoPay Payment Method**

My saved bank account

20th



## Enroll in AutoPay

12. Read the terms and conditions of AutoPay. Be sure to scroll down the webpage to read all of the terms and conditions.

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	My saved bank account
Service Name	
Service Address	20th

The terms and conditions of AutoPay require that you agree to the following:

Thank you for requesting AutoPay for your utility service account. Fees may apply if sufficient funds are not available to cover your payment.

By enrolling in AutoPay you authorize Franklin Township Municipal Sanitary Authority and the financial institution designated in this request to charge the account specified above for payment of your service. You understand that a fee may be charged to your account for each authorization request returned. In addition, you understand that both the financial institution and Franklin Township Municipal Sanitary Authority reserve the right to

Scroll down

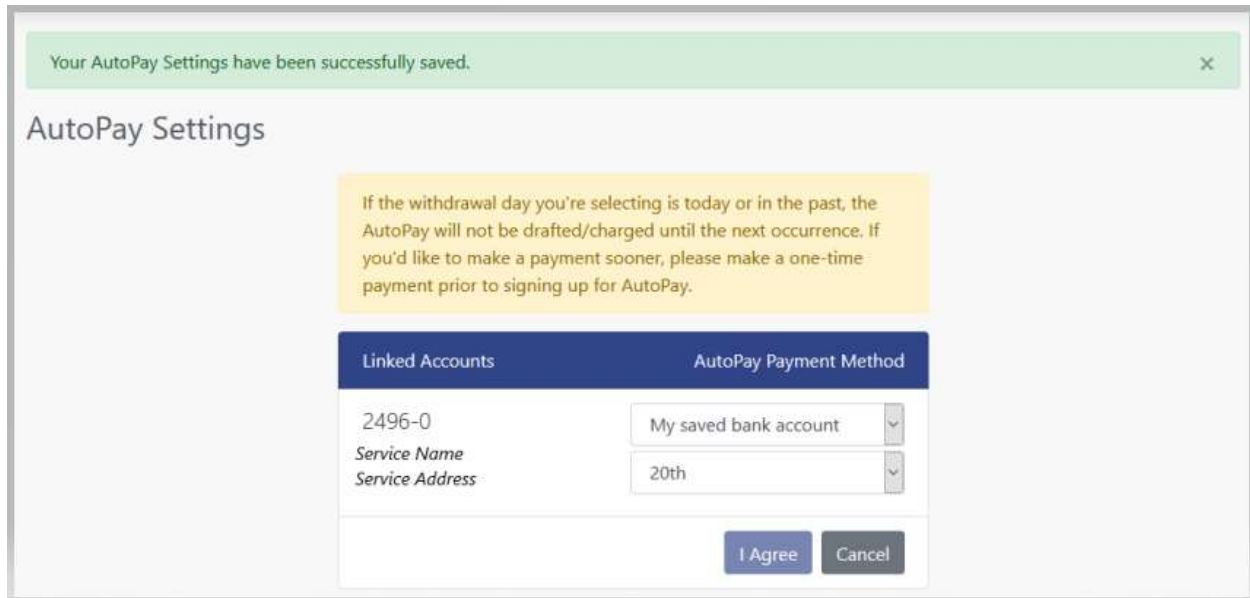
13. After reading the terms and conditions, if you want to sign up for AutoPay click **I Agree** at the bottom of the page.

Township Municipal Sanitary Authority reserve the right to terminate this payment agreement and/or your participation therein. At any time, you may elect to discontinue enrollment in this plan. This can be done by updating your portal profile and unenrolling from AutoPay.

**I Agree** Cancel

## Enroll in AutoPay

14. You will receive a green notification at the top of your screen alerting you that your AutoPay Settings have been successfully saved.



Your AutoPay Settings have been successfully saved. ×

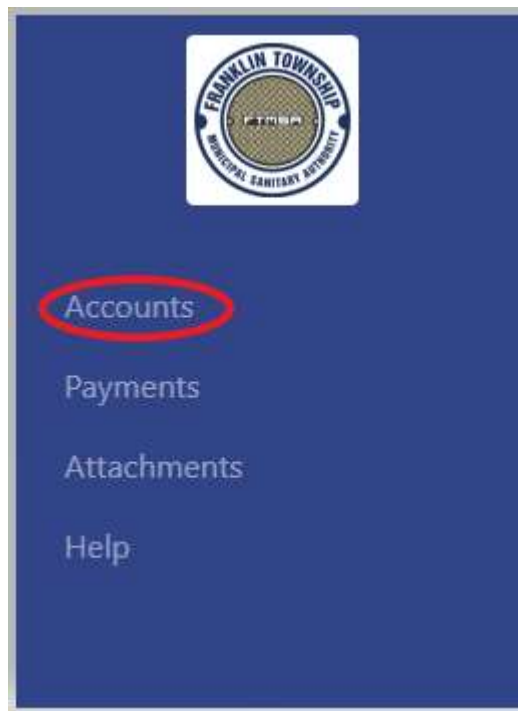
### AutoPay Settings

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0	My saved bank account
Service Name	20th
Service Address	

[I Agree](#) [Cancel](#)

15. Click **Accounts** on the left side to return to your account page



## Enroll in AutoPay

16. You will now see **Enrolled in AutoPay** on the right side of your screen under Account Actions

