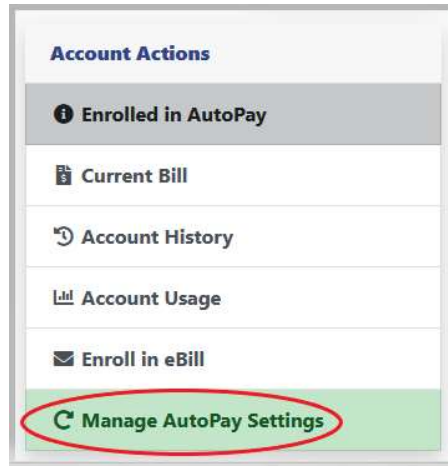


Un-Enroll From AutoPay

If you want to stop having your FTMSA bills automatically withdrawn from your bank account, please follow the steps below.


1. Under **Account Actions** on the right side of the screen, click **Manage AutoPay Settings**





2. Under **AutoPay Payment Method** you will see a dropdown, Click on the dropdown and select **Not Enrolled**.



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 <small>Account Name</small> <small>Account Address</small>	<div>My saved bank account </div> <div><div>Not Enrolled</div><div>My saved bank account</div></div>





Un-Enroll From AutoPay

- This will open up the AutoPay Terms and Agreement again (*These are the same ones you agreed to when signing up*). Scroll to the bottom of the screen and click **I Agree**

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 Account Name Account Address	Not Enrolled

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

Scroll to the bottom

- Click **I Agree**

...this plan. This can be done by updating your portal profile and unenrolling from AutoPay.

I Agree Cancel

- Once you have clicked **I Agree** you will get a green notification bar letting you know your AutoPay Settings have been successfully saved & it will say **Not Enrolled** under **AutoPay Payment Method**

Your AutoPay Settings have been successfully saved. **Not Enrolled**

AutoPay Settings

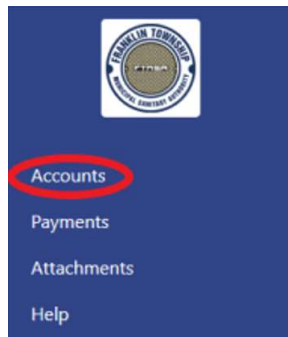
If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
2496-0 Account Name Account Address	Not Enrolled

I Agree Cancel

Un-Enroll From AutoPay

- Click on Accounts on the left of the screen to return to your account main screen



- Under **Account Details** you will now have the option to **Pay Now** (to make one-time payments) or to **Enroll in AutoPay**

