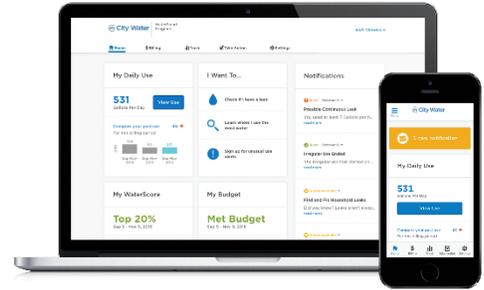
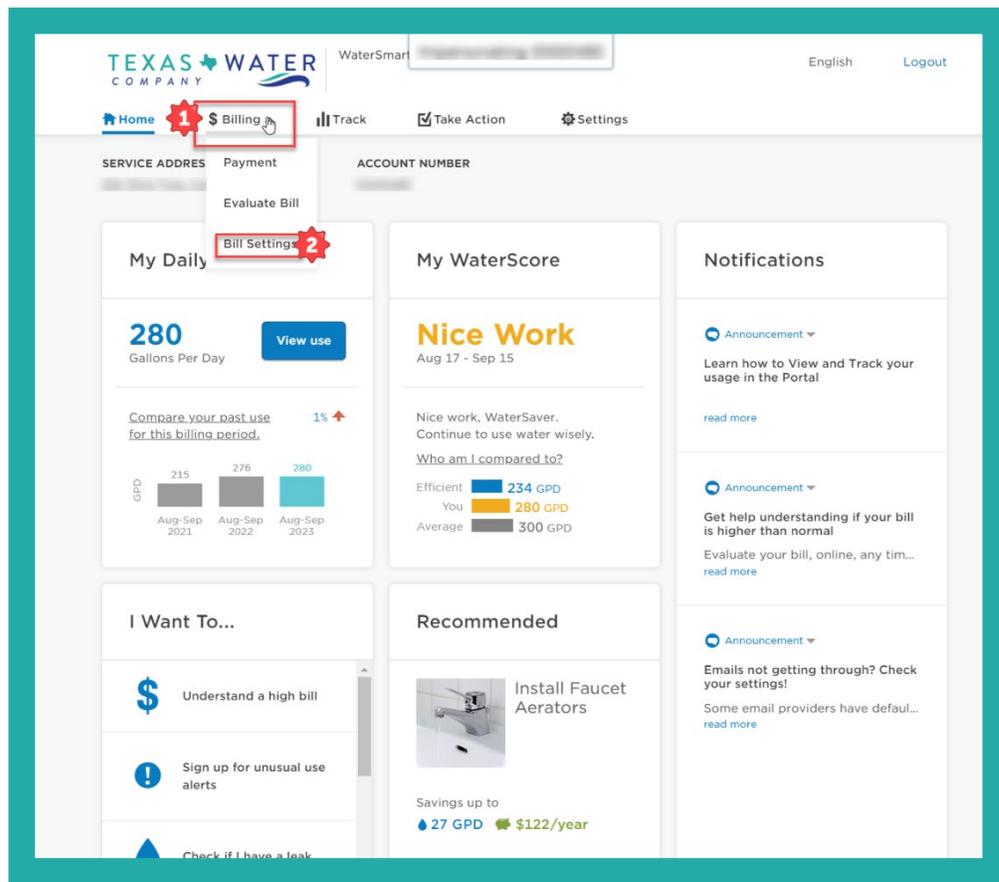


# HOW TO SIGN UP FOR AUTO PAY



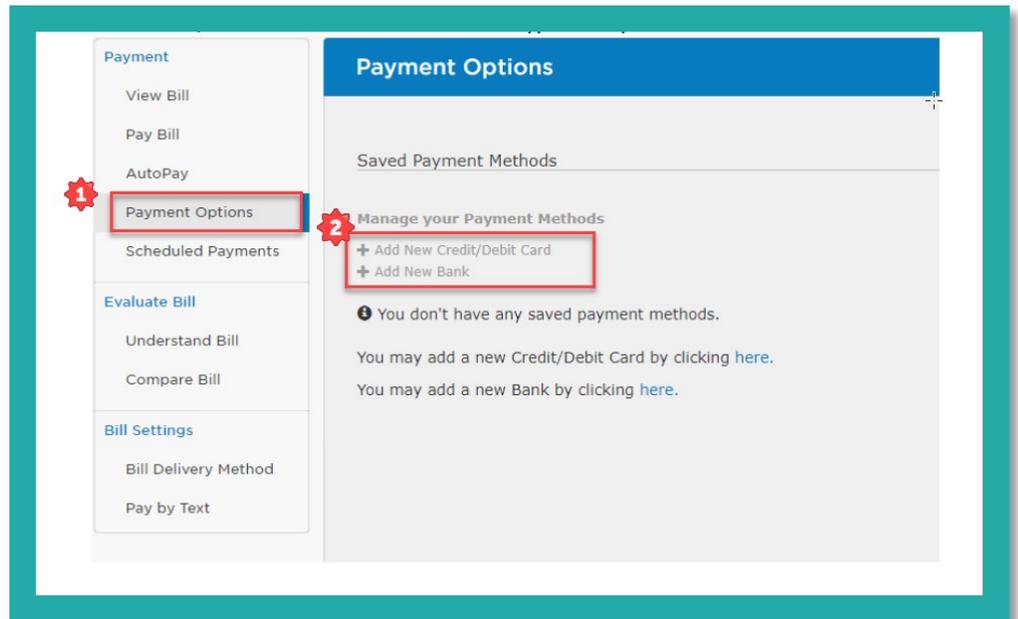
On the home screen on your WaterSmart portal, select:

1. Select the \$Billing at the top of your dashboard.
2. Scroll down to Bill Setting Settings from the drop-down.



1. On the left-hand side of the screen, select *Payment Options*

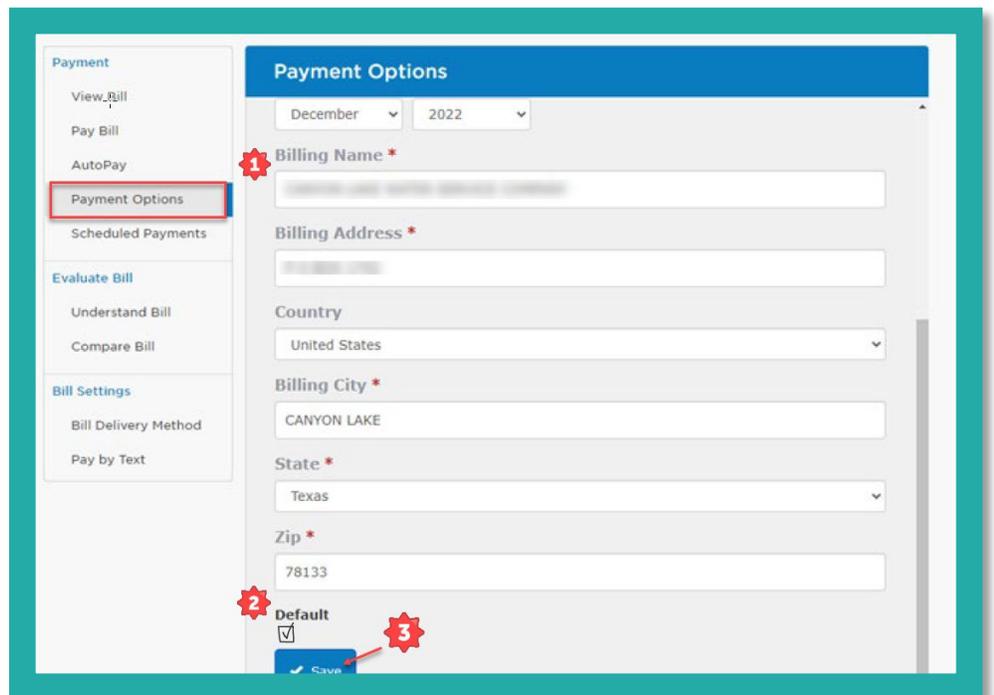
2. Select either  
+Add New  
Credit/ Debit  
Card OR  
+Add New  
Bank  
hyperlink  
options.



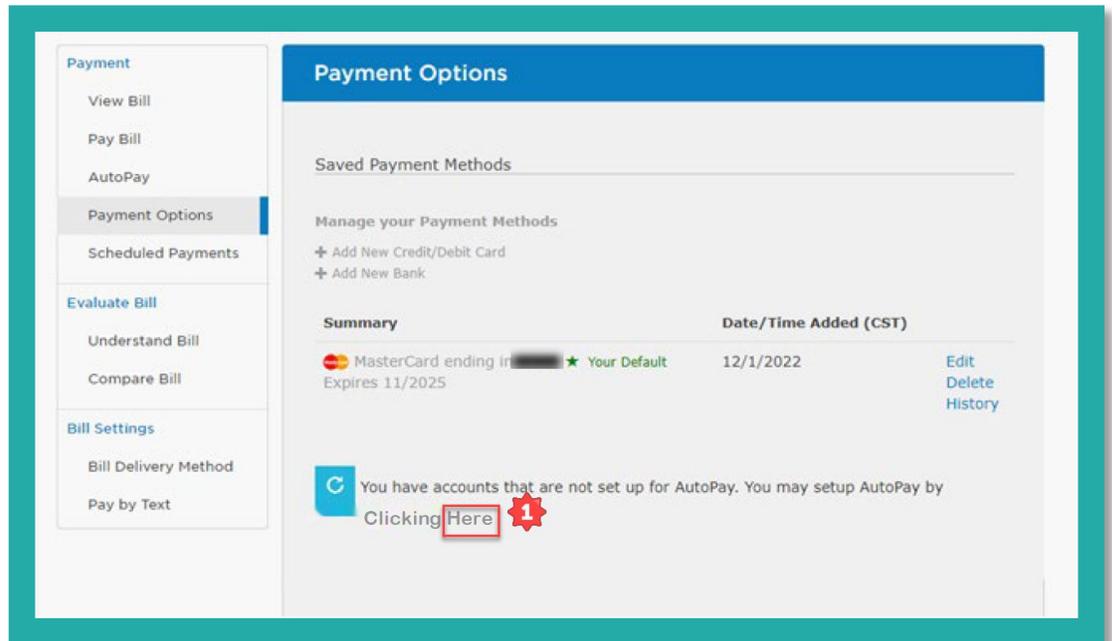
1. Enter your payment and/or bank information and billing address.

2. Check the  
Default box to  
ensure this is  
your primary  
payment  
method.

3. Save the entry  
to proceed.

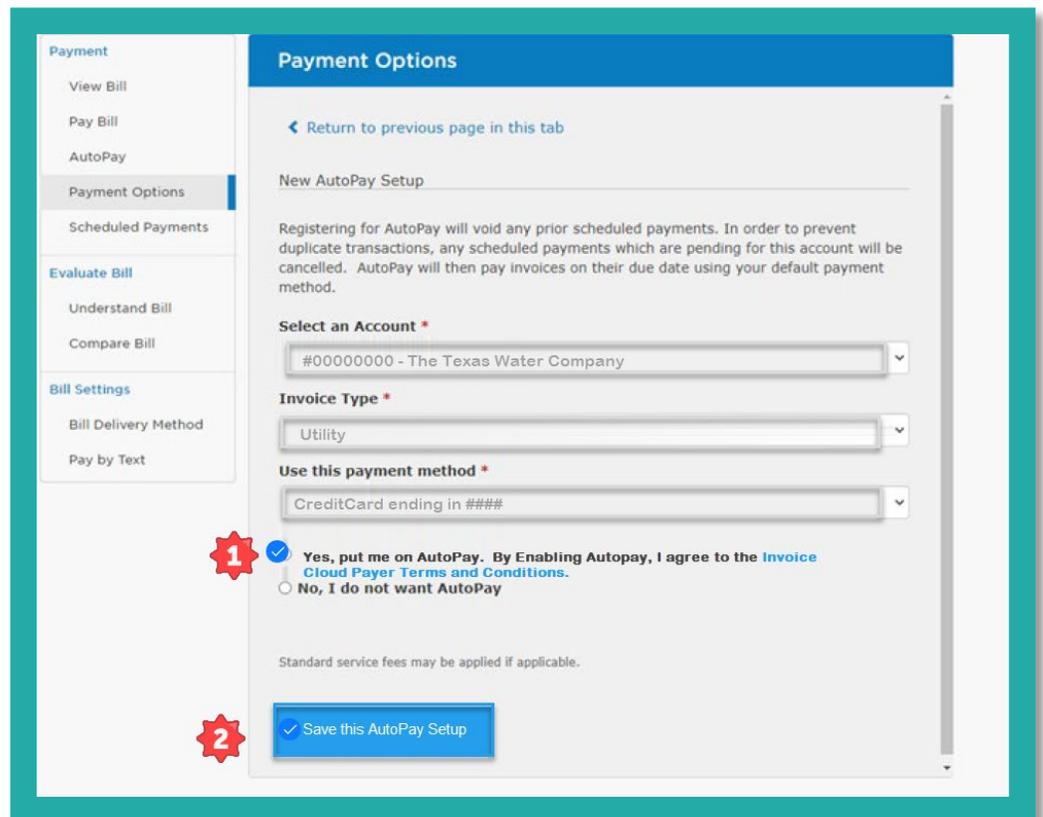


1. Now that you have a saved payment method on file – you can set your autopay by clicking “here.”

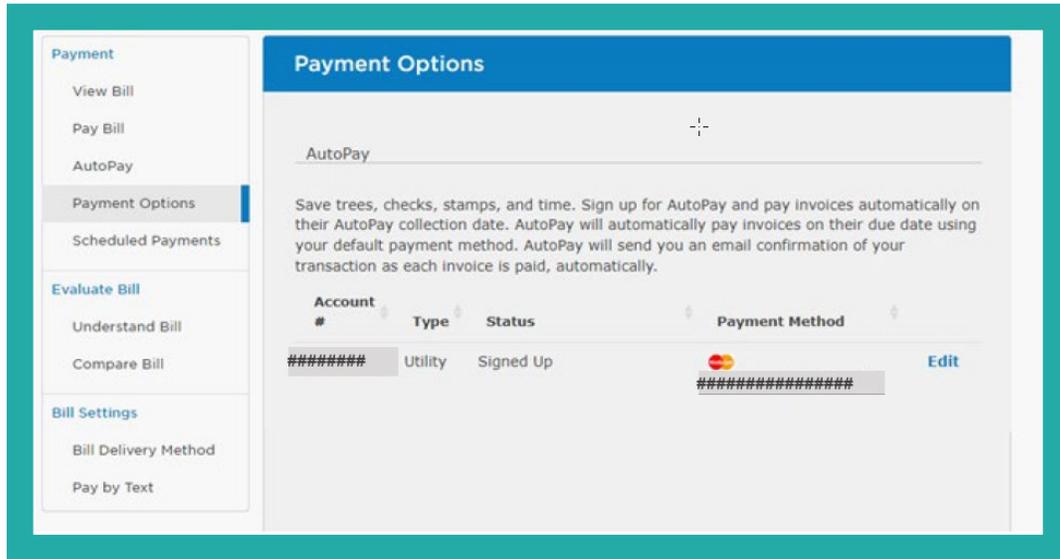


1. You will be redirected to the Payment Options>New AutoPay Setup Screen.

2. Select Yes, put me on AutoPay, and then Save this AutoPay setup.



Confirmation of the AutoPay screen will then be viewable.



1. Select the Home Icon to return to your dashboard's main page.

