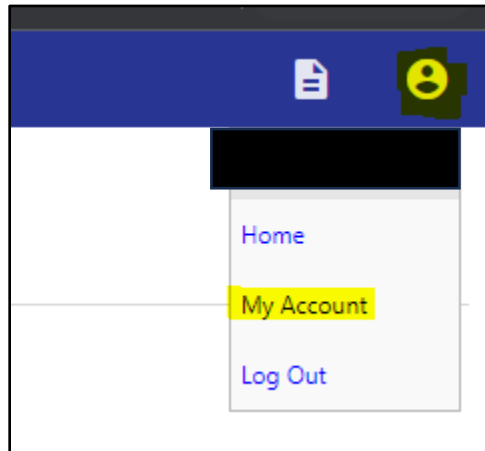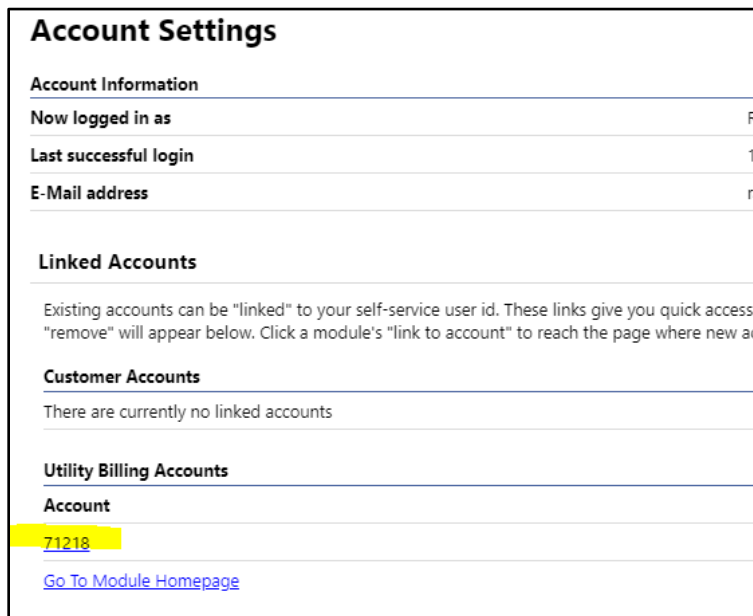After logging into your account, Click on the person icon at the top right-hand corner of the screen.

Click on My Account
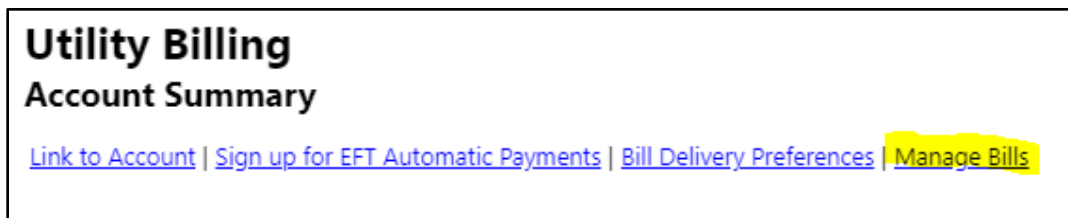

This will take you to your "Account Settings" page. Click on the Utility Billing Account you'd like to sign up for Autopay from the "Utility Billing Accounts" section.

This will take you to the "Utility Billing Account Summary Screen"

From this screen click on the "Manage Bills" hyperlink

Select the bill you would like to pay to sign up for automatic payments by checking the box(s)

Click the "Pay" button.

This will take you to a "Pay Bills" Screen.

Click the "Pay by Credit Card" hyperlink.

This will take you to the "Pay Bills" form. Fill out the form and click the "Continue" button. Check the box to remember these values for the future if you would like.

Pay Bills

Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	▉▉▉▉▉▉▉
Last name *	▉▉▉▉▉▉▉
Address line 1 *	20 EAST MAIN ST
Address line 2	
City *	ASHLAND
State * two letter abbreviation	OR
Zip code *	97520
Contact phone number *	▉▉▉▉▉▉▉
E-Mail * for your e-mail confirmation	▉▉▉▉▉▉▉

☐ Remember these values

Continue   **Cancel**

* indicates required field

You will now be asked if you would like to enroll in Automatic payments.

Click the "enroll"

Automatic Credit Card Payments

Manage your enrollments in the automatic credit card payment system (optional)

As a convenience to you, we offer an optional "Automatic Credit Card Payment" service that will process your current utility statement automatically each month. If you wish to u
you to enroll or delete enrollments. Enrollment status can either be Pending or Fully Enrolled. If pending, then you will still be required to make payments manually until full enro

Current enrollments

Bill Category	Account ID	Status	
UB Services - Electric	71218	Not enrolled in automatic credit card payments.	enroll

Continue   **Cancel**

The screen will generate an Exclamation point message saying "New Enrollment was requested. You will need to complete at least 1 manual payment before full enrollment is established."

Automatic Credit Card Payments

Manage your enrollments in the automatic credit card payment system (optional)

⚠️ New enrollment was requested. You will need to complete at least 1 manual payment before full enrollment is established.

As a convenience to you, we offer an optional "Automatic Credit Card Payment" service that will process your current utility statement automatically each month. If you wish to u
you to enroll or delete enrollments. Enrollment status can either be Pending or Fully Enrolled. If pending, then you will still be required to make payments manually until full enro

Current enrollments

Bill Category	Account ID	Status	
UB Services - Electric	71218	Enrollment pending completion of a manual payment	delete

<div align="right">Continue   Cancel</div>

Click Continue

Enter the amounts you would like to pay in the Payment Amount field if paying multiple bills, Click Continue.

Pay Bills

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2024	9/15/2023	827864	10/6/2023	$13.17	$13.17	$ 13.17
Utilities	2024	10/18/2023	841700	11/3/2023	$26.50	$26.50	$ 26.50
Utilities	2024	11/15/2023	855502	12/6/2023	$118.11	$118.11	$ 118.11

<div align="right">Continue   Cancel</div>

This will take you to a payment processing screen.

Fill in your card information and click the "Make Payment" Button.

Payment Processing: enter values as prompted below

Total Amount ($):	$157.78
Utilities - Electric Bill:	████████████

Card Information

	VISA MasterCard
Card Number:	████████████████
Expiry Date:*	████████████ ⌄ ████████████
CVV: ?	████████████

Customer Information

Customer Title:	
First Name:*	████████████
Middle Name:	
Last Name:*	████████████
Company Name:	
Address One:	████████████
Address Two:	
City:	ASHLAND
Country:	
State or Province:	OR
Postal Code:	97520

Make Payment

You will then be redirected to your payment confirmation screen, and your automatic payments set up.