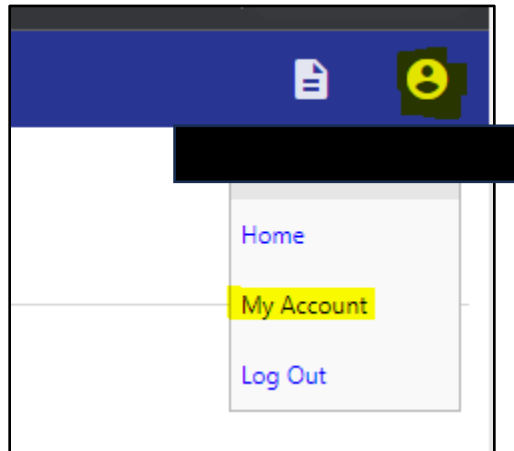
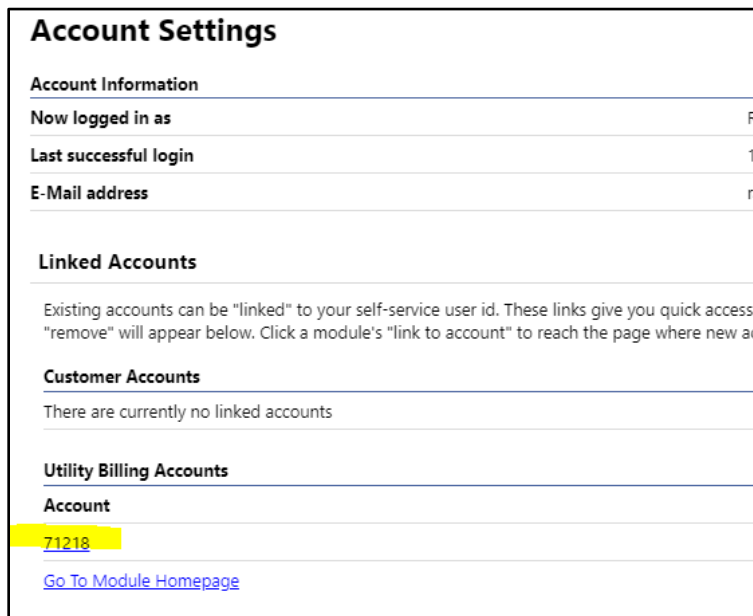


After logging into your account, Click on the person icon at the top right-hand corner of the screen.

Click on My Account

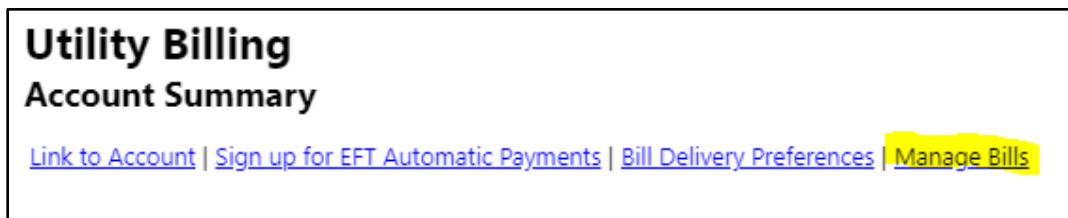


This will take you to your “Account Settings” page. Click on the Utility Billing Account you’d like to sign up for Autopay from the “Utility Billing Accounts” section.



This will take you to the “Utility Billing Account Summary Screen”

From this screen click on the “Manage Bills” hyperlink



If no bills populate on this screen because you have no bills due click on the “Show Past Bills” hyperlink.

Utility Billing
Manage Bills [Account Summary](#)

Service Address 509 DEAD INDIAN MEMORIAL RD
Account Number 71218
As of 12/06/2023

Outstanding Bills (bill years 2018 to 2035 only) [Show Past Bills](#)

When you can see bills Select the “Bill Details” hyperlink on the most recent, or if you have bills due click the “Bill Details” there.

Utility Billing
Manage Bills [Account Summary](#)

Service Address 509 DEAD INDIAN MEMORIAL RD
Account Number 71218
As of 12/06/2023

Outstanding Bills (bill years 2018 to 2035 only) [Show Past Bills](#)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	827864	9/15/2023	10/6/2023	\$13.17	\$0.00	\$13.17	Bill Details
<input checked="" type="checkbox"/>	841700	10/18/2023	11/3/2023	\$26.50	\$0.00	\$26.50	Bill Details
<input checked="" type="checkbox"/>	855502	11/15/2023	12/6/2023	\$118.11	\$0.00	\$118.11	Bill Details
						Total Due: \$157.78	

[Pay](#)
select bills you would like to pay now, then click "Pay"

This will take you to the “Bill Detail” screen. The Bill you selected will say you are actively enrolled in automatic payments. Click the “Details” hyperlink on the “Automatic Payments” line.

Utility Billing
Bill Detail [Account Summary](#) | [Manage Bills](#)

Bill number [REDACTED] [View bill image](#)
As of 12/06/2023
Bill Date 11/20/2023
Pay By 12/13/2023
Automatic Payments [Actively enrolled in automatic credit card payments](#) [details](#)

This will generate a pop-up window.

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 use this service, this page allows 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 enrollment is achieved.

Automatic Credit Card Payment Settings

Customer/Owner	[REDACTED]
Payment method	Credit Card
Bill type	UB Services - Electric
Enrollment status	Actively enrolled in automatic credit card payments

[Update](#) [Delete Enrollment](#) [Close](#)

Click on Update.

You will be redirected to a secure screen. Enter the new card information. Click Update once finished.

Update Automatic Payment Enrollment

Utilities - Electric Account Identifier: [REDACTED]

Card Information

Card Number:* [REDACTED]

Expiry Date:* [REDACTED]

CVV: (?) [REDACTED]

Customer Information

Customer Number: [REDACTED]

Customer Name: [REDACTED]

Address One: [REDACTED]

Address Two: [REDACTED]

City: ASHLAND

Country: USA

State or Province: OR

Postal Code: 97520

[Update](#)

You will be redirected to a confirmation page. You have completed the update.