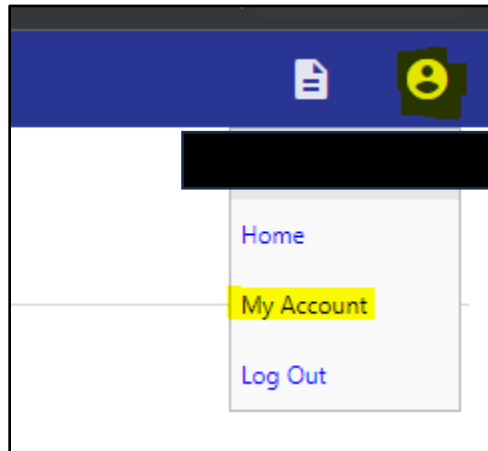
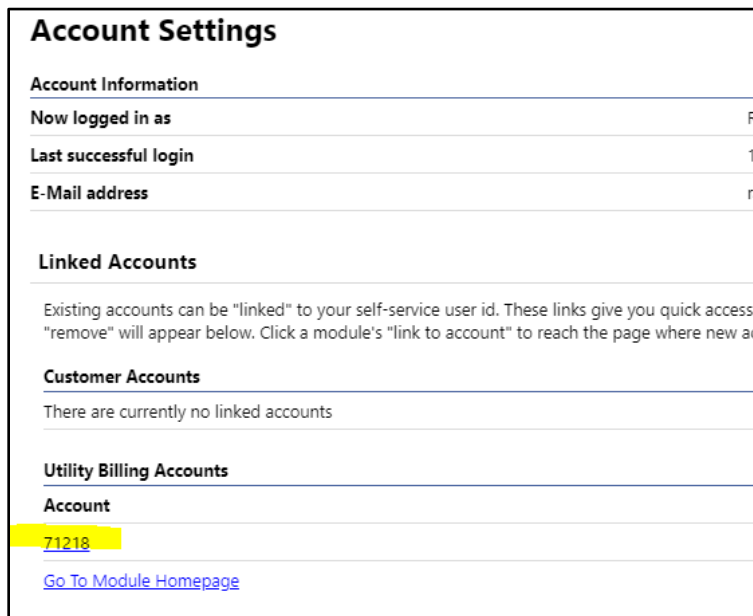


After logging into your account, Click on the person icon at the top right-hand corner of the screen.

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 “Sign up for EFT Automatic Payments” or from the side bar Click “Automatic EFT Payments”

## Utility Billing Account Summary

[Link to Account](#) | [Sign up for EFT Automatic Payments](#) | [Bill Delivery Preferences](#) | [Manage Bills](#)

Home
Citizen Self Service
Miscellaneous Billing
<b>Utility Billing</b>
Accounts
Manage Bills
<b>Account Summary</b>
<b>Automatic EFT Payments</b>
Contact Us
Search Results
New Search

This will take you to the Automatic EFT Payment screen. It will show “You are already signed up for automatic Payments. You can make changes to your automatic payments by completing the form below.” Fill out the form and click continue.

## Utility Billing Automatic EFT Payments

To sign up for automatic payments, please complete the form below. Automatic EFT w

**\*\*\*When entering your bank name please choose your bank from the dropdown list, and if your b  
able to successfully enroll in automatic payments if you enter your routing number manually.\*\*\***

You are already signed up for Automatic Payments. You can make changes to your  
automatic payments by completing the form below.

If you would like to discontinue automatic payments, please [click here](#).

[Copy current EFT information](#)

Bank name \*   
For auto-lookup, begin typing a bank name or routing number.

Bank routing number \* (9 digits)

Confirm routing number \*

Bank phone number \*

Bank account number \*

Confirm account number \*

Bank account type \*  Checking  Savings

Name on bank statement \*

Phone number on bank statement \*

Email address on bank statement \*


\* indicates required values.

This will take you to a review screen. Make sure all information entered is correct, and click "Submit"

### Utility Billing

#### Automatic EFT Payments

**Review**

Bank name	
Bank telephone	
Routing number	
Bank account number	
Account type	
Name as it appears on your bank statement	
Your telephone number	
Your email address	

You will then receive confirmation with a Green Check mark. You have completed the update.

## Utility Billing

### Automatic EFT Payments

#### Confirmation



**Thank you.** Your request to automatically make payments from your bank account below has been successfully submitted.

You will be notified when automatic payments have started. Until then, please continue to make payments.