## 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.

Payment	Payment Options					
View_Bill	December y 2022 y					
Pay Bill						
AutoPay	Billing Name *					
Payment Options	cance the state dense control					
Scheduled Payments	Billing Address *					
Evaluate Bill	110 March 1700					
Understand Bill	Country					
Compare Bill	United States					
Bill Settings	Billing City *					
Bill Delivery Method	CANYON LAKE					
Pay by Text	State *					
	Texas					
	Zip *					
	78133					
	Default 🛻					

1. Now that Payment **Payment Options** View Bill you have Pay Bill a saved Saved Payment Methods AutoPay payment Payment Options Manage your Payment Methods + Add New Credit/Debit Card Scheduled Payments method + Add New Bank Evaluate Bill on file – Date/Time Added (CST) Summary **Understand Bill** you can 😂 MasterCard ending in 🖛 🛨 Your Default 12/1/2022 Edit Compare Bill Delete Expires 11/2025 History set your **Bill Settings** autopay Bill Delivery Method You have accounts that are not set up for AutoPay. You may setup AutoPay by by Pay by Text Clicking Here 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.

	Payment	Optio	ns		
View Bill					
Pay Bill				- <u> </u> -	
AutoPay	AutoPay				
Payment Options	Save trees,	checks, sta	amps, and time. Sign	up for AutoPay and pay invoice	s automatically on
Scheduled Payments	their AutoPa your default transaction a	y collection payment r is each inv	n date. AutoPay will a method. AutoPay will voice is paid, automat	utomatically pay invoices on the send you an email confirmation ically.	eir due date using of your
Evaluate Bill	Account				
Understand Bill		Туре	Status	Payment Method	
Compare Bill	<del>#######</del>	Utility	Signed Up	•	Edit
Bill Settings					
Bill Delivery Method					

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

	Take A	ction 🔅 Settin	JS
SERVICE ADDRESS	ACCOUNT Lake TX 78133 0000	NUMBER	
Payment View Bill Pay Bill AutoPay Payment Options Scheduled Payments Evaluate Bill Understand Bill	AutoPay AutoPay Save trees, checks, stan their AutoPay collection your default payment m transaction as each invo Account # Type Utility	nps, and time. Sign up date. AutoPay will auto ethod. AutoPay will ser ice is paid, automaticai <b>Status</b> Not Signed Up	for AutoPay matically p d you an ei ly.