

Changing Auto-pay from Credit Card to Checking Account

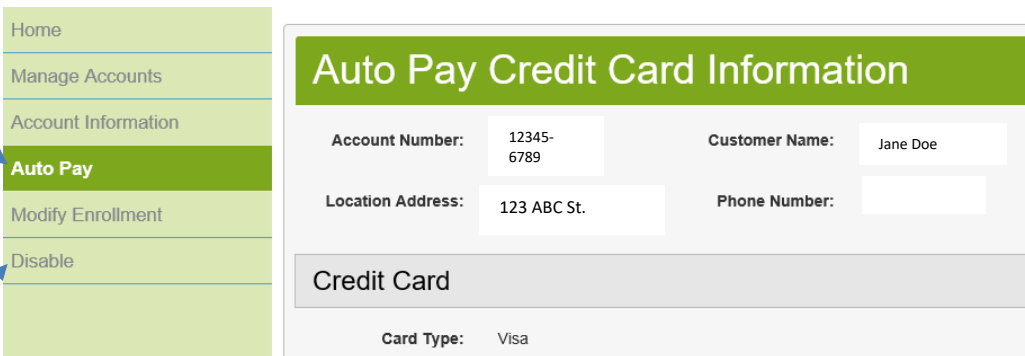
To change your current Auto-pay enrollment from a Credit Card to a Checking Account, please follow the following instructions. You will need to access your online account at: <https://davi-egov.aspgov.com/Click2GovCX/index.html>.

*****Remember that we updated our system; therefore, if you have not logged onto your account since our upgrade (October 2017), you will need to “Migrate” your profile (please see “Existing Users”, for instructions) *****

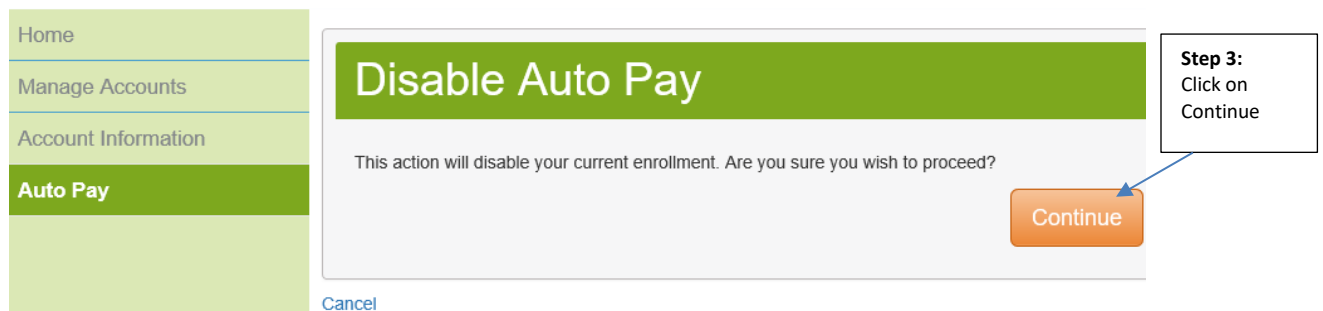
- To change from Credit Card to ACH, the account cannot have a pending balance; therefore, you can either call Finance (M-F 8AM-5PM) at 530-757-5651 or email us at Financeweb@cityofdavis.org, to have the pending balance removed.
- Once the pending balance has been removed you will be able to change your Auto-pay method.

Step 1:
Click on Auto Pay

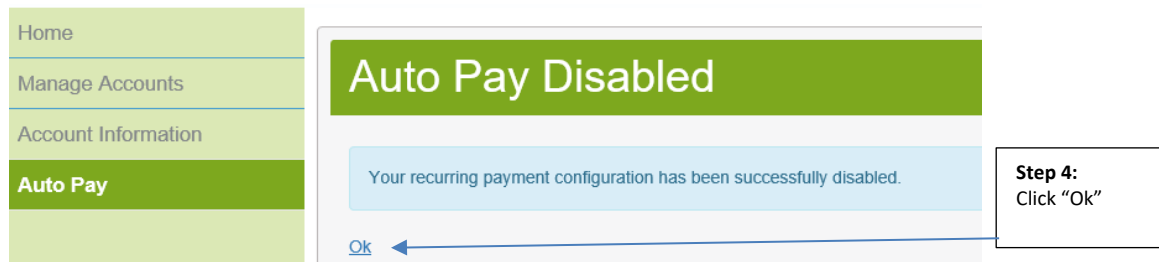
Step 2:
Click on Disable
This option will not be available, if there is a “pending balance”.



Step 3:
Click on Continue



Step 4:
Click “Ok”



NOW YOU NEED TO ENROLL WITH AN ACH... (Continue to next page)

Step 5:
Click on
"Enroll"

- Home
- Manage Accounts
- Account Information
- Auto Pay**
- Enroll

Auto Pay Info

Account Number: 12345-6789 **Customer Name:** Jane Doe

Location Address: 123 ABC St. **Phone Number:**

Your account is currently not enrolled. To enroll click on Enroll from the menu to the left.

[Enroll](#)

Step 6:
Select "Other ACH".

- Home
- Manage Accounts
- Account Information
- Auto Pay**

Enrollment

Please choose an item from your wallet or press the 'Other ACH' or 'Other CC' link to enter new tender for AutoPay.

Wallet

Payment Type	Account Number / Routing Number	Expiration Date	
Visa	***** 1234	01/22	Enroll

Showing 1 to 1 of 1 entries

[Other ACH](#)

Step 7:
Enter your
Bank Account
information


- Manage Accounts
- Account Information
- Auto Pay**


ACH Information

* = Required


Please select your desired draft day.

Bank Details

* Account Type: 
Must not be empty.

* Routing Number: 

* Confirm Routing:

* Account Number: 

* Confirm Account:

[Continue](#)

Step 8:
Click Continue

Home
Manage Accounts
Account Information
Auto Pay

Confirm ACH Information

Press Continue to confirm.

Account Type: Checking

Routing Number: *** 1234

Account Number: ***** 1234

[Cancel](#)

[Continue](#)

Step 9:
After confirming the information, click on "Continue"

Home
Manage Accounts
Account Information
Auto Pay

Terms and Conditions

* = Required

I agree to the terms and conditions outlined herein. I hereby authorize [City/Agency name] to charge the indicated electronic check for services provided. I agree that this is a Periodic charge that will be made according to my billing cycle, and in order to terminate the recurring billing process I must either terminate the account or submit in writing my request to terminate recurring electronic check authorizations.

I agree not to dispute [City/Agency name] recurring billing with my electronic check issuer as long as the amount in question was for services rendered.

I guarantee and warrant that I am legal account holder for this electronic check, and that I am legally authorized to enter into this recurring billing agreement with [City/Agency name].

* Accept

[Ok](#)

Step 10:
Check off the box to accept Terms & Conditions

Step 11:
Click "OK"

Home
Manage Accounts
Account Information
Auto Pay

Enrollment

The following accounts were successfully enrolled:

- 000 1234 -000000 123

[Ok](#)

*****Remember to make a payment for your current charges. Your Auto Pay enrollment with a checking account will take effect on the next billing cycle*****

Success! You are done 😊