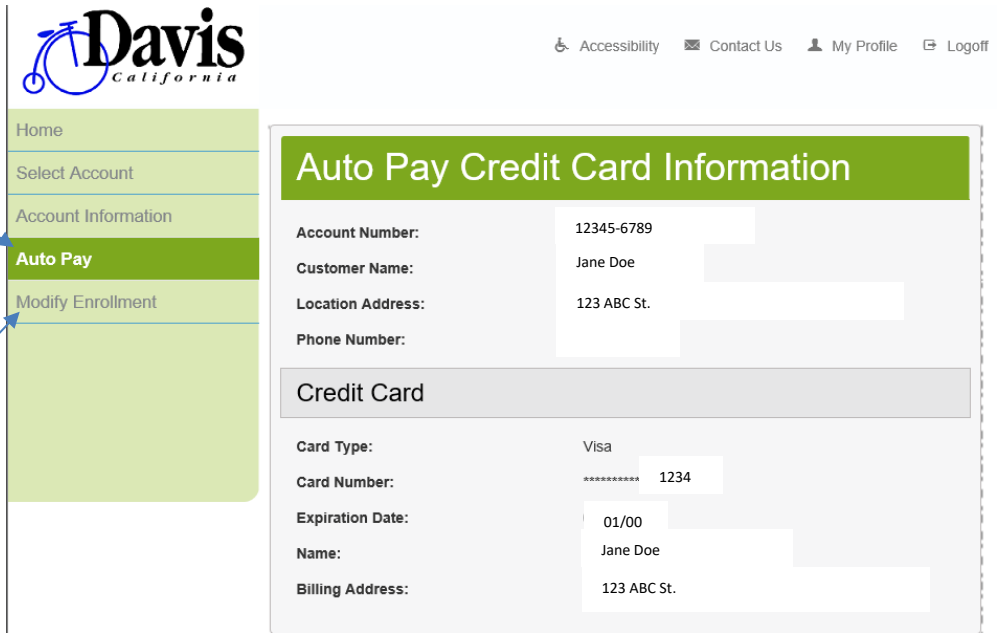
*****If you have not logged in, please see "Existing User Instructions" first*****

HOW TO UPDATE AUTO-PAY

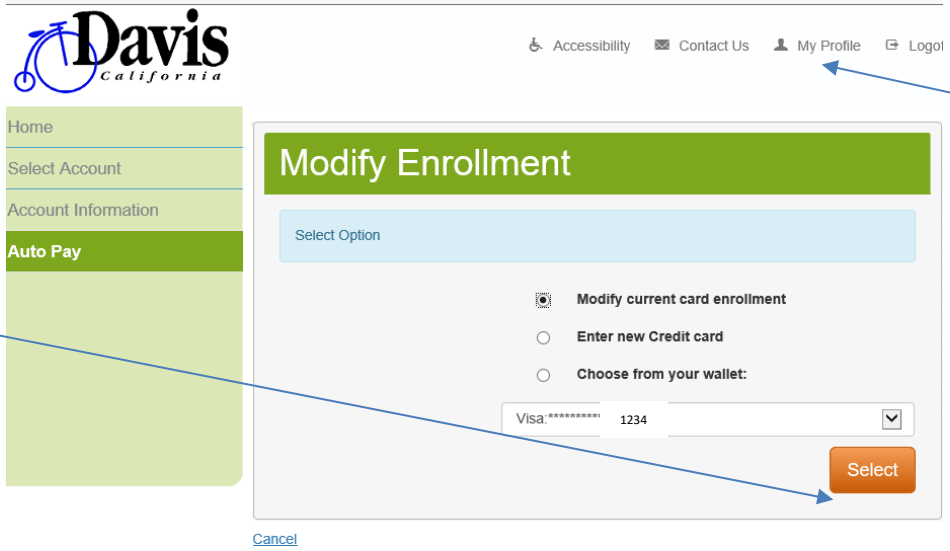
Step #1:
Once you login, please select "Auto-pay" from the left.

Step #2:
Select "Modify Enrollment", to update the credit card information.

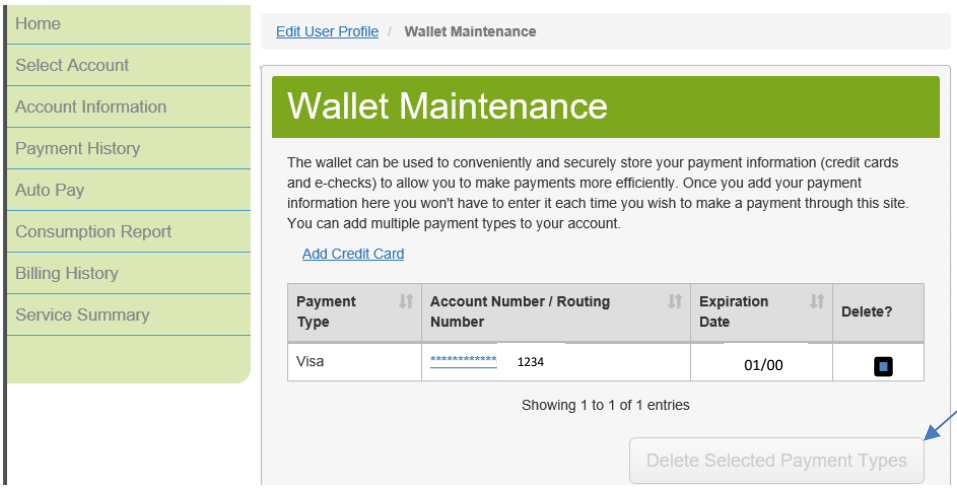


Step #3:
Select the new method you would like to use for your Auto-pay, and click "Select".
-Enter the new credit card information, accept terms and conditions, and continue until you receive a message that says the changes were successful.

Step #4:
If you entered a new credit card, please delete the old card by Selecting "My Profile".
-Once you reach "My Profile", please select "Maintain Wallet", which will be located on the upper left.



Step #5:
Under "Wallet Maintenance", you will see all of the credit cards saved under your profile.

-Select the cards you would like to delete from your profile, by selecting the box. Then select "Delete Selected Payment Types".

-The card currently locked for Auto-pay, will not have the option to "Delete".