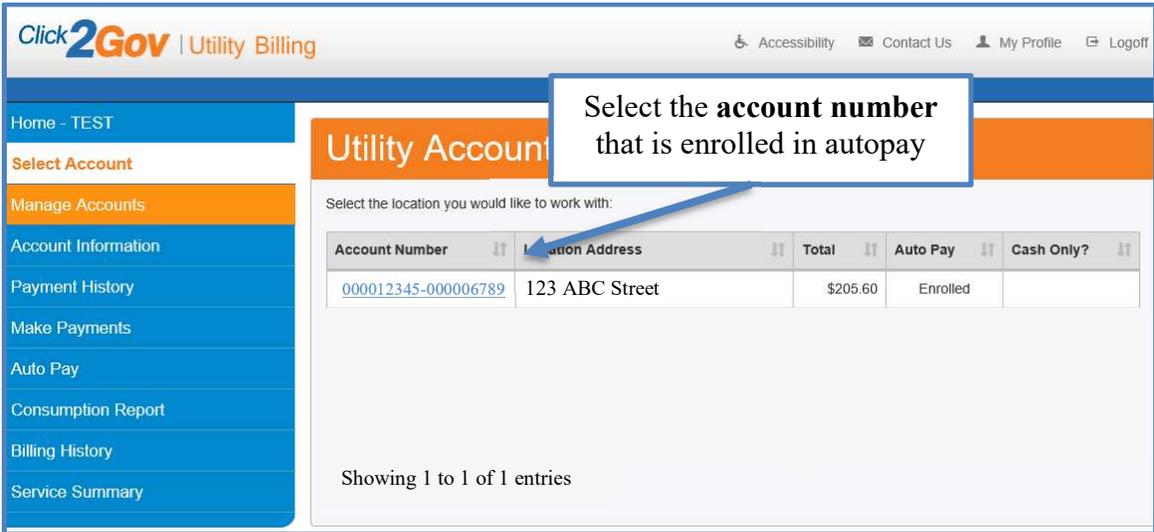
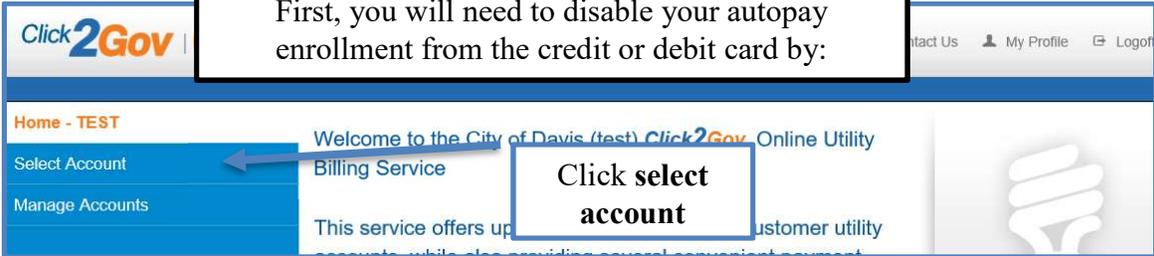


Switching from CC to ACH and you would like it to be effective for the current billing period? Complete the steps below by the 20th of the month that way it will be on time for the drafting date. Questions? Call Finance at 530-757-5651

First, you will need to disable your autopay enrollment from the credit or debit card by:



Click2Gov | Utility Billing

Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST
Select Account
Manage Accounts
Account Information
Payment History
Make Payments
Auto Pay
Consumption Report
Billing History
Service Summary

Account Information

Account Number:	000012345-000006789	Customer Name:	City of Davis
Location Address:	123 ABC Street	Phone Number:	000-000-0000

Account Status

Account Status:	AC
Account Balance:	\$20
Amount Past Due:	\$0.00
Auto Pay:	Enrolled
Cash Only:	No

Select autopay

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Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST
Select Account
Manage Accounts
Account Information
Auto Pay

Auto Pay Info

Account Number:	000012345-000006789	Customer Name:	City of Davis
Location Address:	123 ABC Street	Phone Number:	000-000-0000

This account is enrolled in Auto Pay. Click on the links below to View, Modify, or Disable Enrollment.

[View / Modify](#) [Disable Auto Pay Enrollment](#)

Select disable autopay enrollment

Utility Billing 000012345-000006789

Reference number: 144082

Please confirm removal of this schedule.

Cancel Confirm

Select confirm

AutoPay

 **Utility Billing #** 000012345-000006789

Thank you. Your schedule was deactivated.

Confirmation that your autopay has been disabled, select **close** to close out the tab

Close

Now to enroll into autopay with ACH, please do the following:

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Account Information

Account Number:	000012345-000006789	Customer Name:	City of Davis
Location Address:	123 ABC Street	Phone Number:	000-000-0000

Account Status

Account Status:	ACTIVE
Account Balance:	\$20.00
Amount Past Due:	\$0.00
Auto Pay:	Enrolled
Cash Only:	No

Select autopay

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Auto Pay Info

Account Number:	000012345-000006789	Customer Name:	City of Davis
Location Address:	123 ABC Street	Phone Number:	000-000-0000

This account is not enrolled in Auto Pay. Click on the link below to enroll in Auto Pay.

[Enroll in Auto Pay](#) [Enroll ACH in Auto Pay](#)

Select enroll ACH into auto pay

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Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST

Select Account

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

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Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST

Select Account

Manage Accounts

Account Information

Auto Pay

ACH Information

* = Required

Please select your desired draft day.

Bank Details

* Account Type:

* Routing Number:

* Confirm Routing:

* Account Number:

* Confirm Account:

Continue

Click2Gov | Utility Billing \$ Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST
Select Account
Manage Accounts
Account Information
Auto Pay

ACH Information

*** = Required**
Please select your desired draft day.

Bank Details

* Account Type:	Checking <input checked="" type="checkbox"/>	
* Routing Number:	123456789 <input checked="" type="checkbox"/>	?
* Confirm Routing:	123456789 <input checked="" type="checkbox"/>	?
* Account Number:	<input type="text"/>	?
* Confirm Account:	<input type="text"/>	

Continue

[Cancel](#)

Input account number twice

Click2Gov | Utility Billing \$ Pay My Bill of \$205.60 Accessibility Contact Us My Profile Logoff

Home - TEST
Select Account
Manage Accounts
Account Information
Auto Pay

ACH Information

*** = Required**
Please select your desired draft day.

Bank Details

* Account Type:	Checking <input checked="" type="checkbox"/>	
* Routing Number:	123456789 <input checked="" type="checkbox"/>	?
* Confirm Routing:	123456789 <input checked="" type="checkbox"/>	?
* Account Number:	123456789123 <input checked="" type="checkbox"/>	?
* Confirm Account:	123456789123 <input checked="" type="checkbox"/>	

Continue

Select continue

