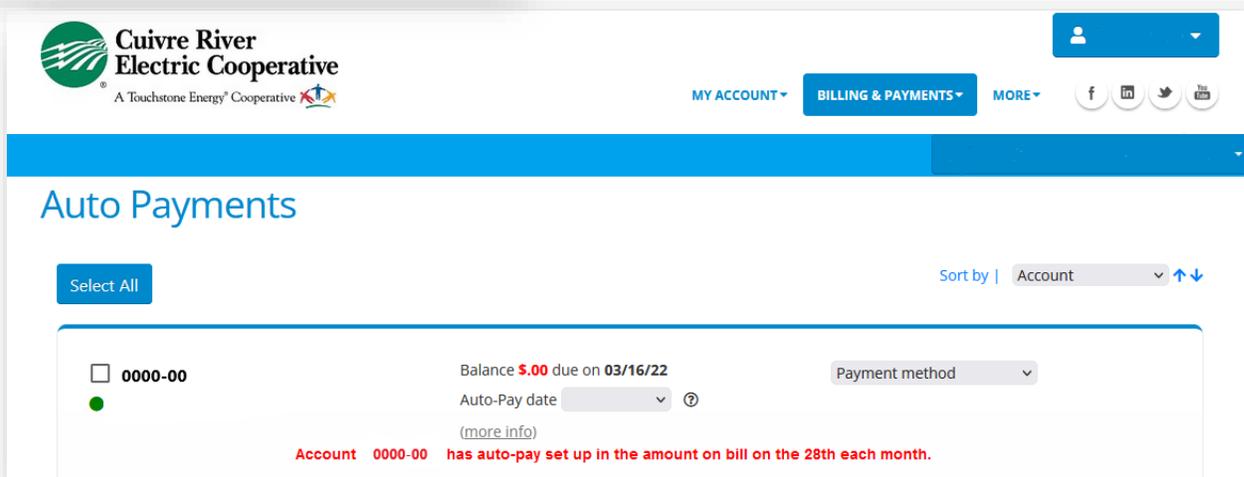
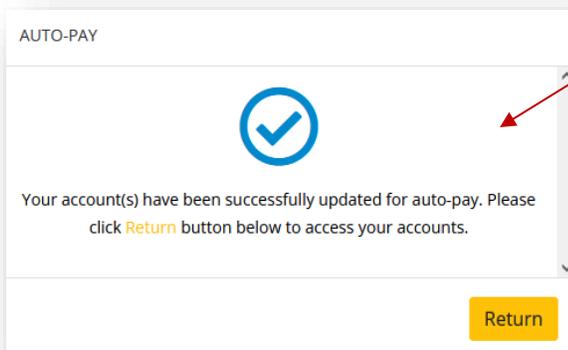


How Do I Sign Up For Auto-Pay?

Start by signing into your account through the online member portal, or the MyCuivre app.

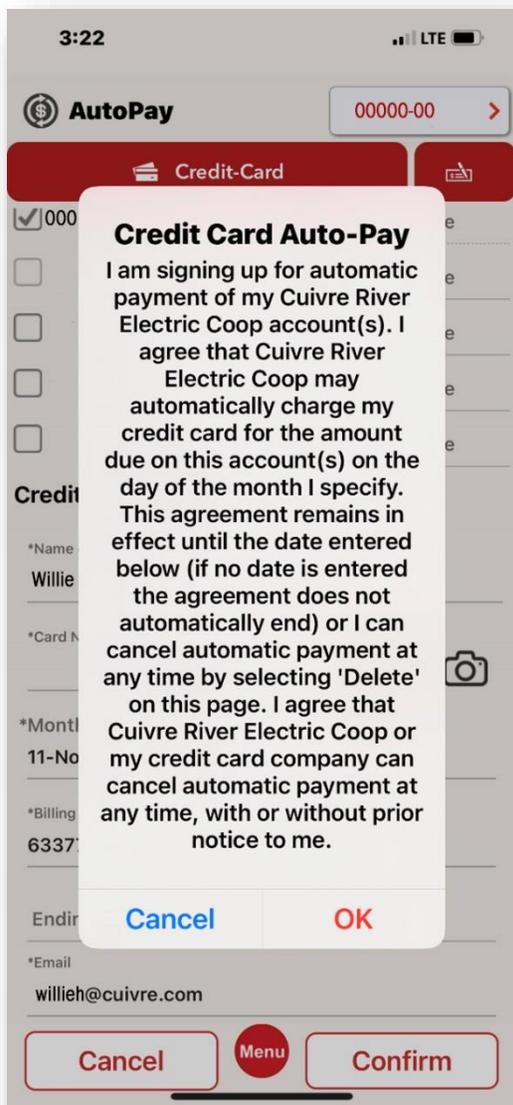
1. If you're using the **online member portal**, click on the blue box labeled "Billing & Payments" top of the screen.
2. On the dropdown menu from that blue box, under the column "Payments," select "Auto Payments."
3. Follow the instructions on the screen:
 - a. Check the box of the account you wish to have on Auto-Pay.
 - b. Select either your due date or select Auto-Pay and enter the date you would like your auto payment to occur.
 - c. Select your payment method.
 - i. If you select "Credit Card," follow the instructions to create a credit card profile if you do not already have one saved to your account.
 - ii. If you select "E-Check" follow the instructions to enter your bank account type, routing number, and account number.
 - d. If you wish to indicate a date to end Auto-Pay, enter it in the format noted (MM/DD/YYYY). If left empty or no date is entered, Auto-Pay will continue until you cancel it.
 - e. Enter your email address.
 - f. Select "Submit." You'll get a confirmation that Auto-Pay has been set up.



How Do I Sign Up For Auto-Pay?

1. If you are using the **MyCuivre app**, click on "Menu" and then select "Payments"
2. Select "Auto-Pay." On the next screen that appears, follow the instructions
 - a. Select your method of payment at the top, Credit Card or E-Check.
 - i. If you select "Credit Card," follow the instructions to create a credit card profile if you do not already have one saved to your account.
 - ii. If you select "E-Check" follow the instructions to enter your bank account type, routing number, and account number.

After you have finished setting up Auto-Pay with either an E-Check or Credit Card, select "OK" on the last screen.



Setting up Auto-Pay by credit card using the MyCuivre app

