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.

Your account(s) have been successfull click Return button below to	ly updated for auto-pay. Pla access your accounts.	ease				
Cuivre Riv Electric Co A Touchstone Energy	er operative Cooperative		MY ACCOUNT ~	BILLING & PAYMENTS*	MORE -	f III v III
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□ 0000-00 ●	Account 0000-00	Balance \$.00 due on 03/16/2 Auto-Pay date (<u>more info</u>) has auto-pay set up in the an	2 ⑦ nount on bill on the	Payment method	v	

- 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.

3.22 antice Image: AutoPay 00000-00 Image: Credit-Card Image: Credit-Card Image: Credit Card Auto-Pay Image: Credit Card Auto-Pay Image: Electric Coop account(s). Image: Credit Card for the amount due on this account(s) on the day of the month I specify. This agreement remains in effect until the date entered below (if no date is entered the agreement does not automatically end) or I can cancel automatic payment at any time by selecting 'Delete' on this page. I agree that "Montl Cuivre River Electric Coop or my credit card company can cancel automatic payment at any time, with or without prior motice to me. "Montl Cuivre River Electric Coop or my credit card company can cancel automatic payment at any time, with or without prior motice to me.	edit-Card
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