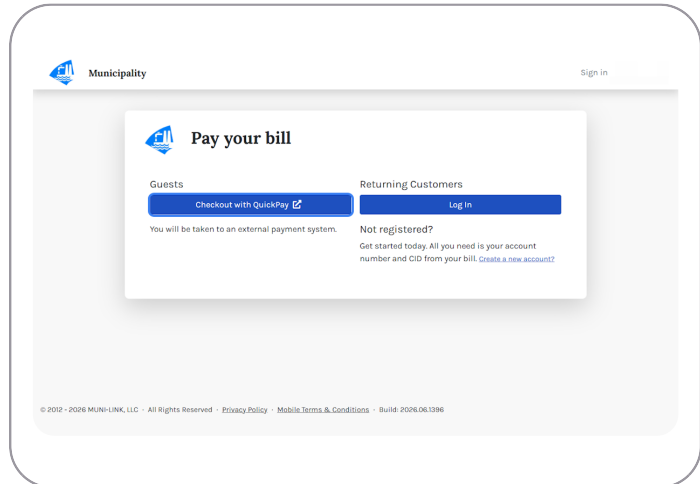


1

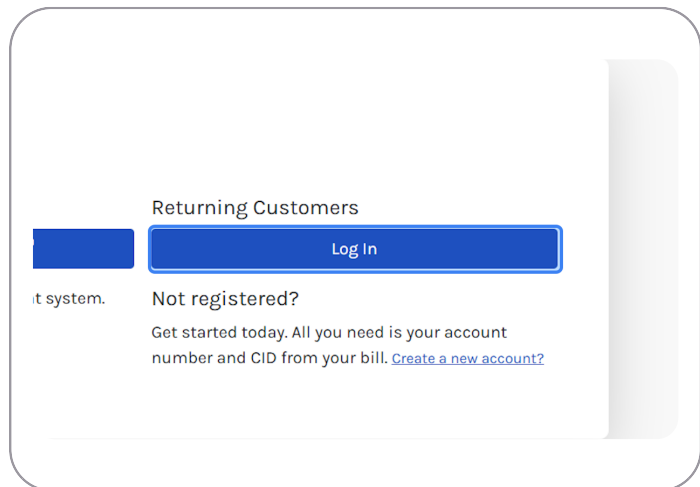
Visit the Payment Link via the Authority's Website



2

Click on Log In

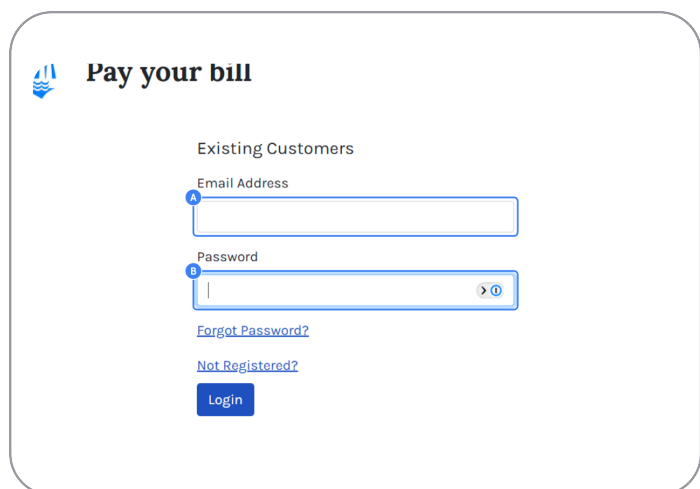
Start the Log In flow so the customer can pay can log in to the Authority Pay portal to make payments, sign up for autopay, and access additional features.



3

A. Click on Email Address
B. Click on password field

Enter email address and password to access the user account.



4

Click on Enroll in AutoPay

Open AutoPay enrollment settings for the selected account.

The screenshot shows the 'Account #12-0' page on the Municipality website. The page includes a header with 'Municipality', 'Home', 'Attachments', and 'Help'. The main content area is divided into two columns. The left column displays the 'Current Balance' as '\$-5.40' and the 'Due Date' as 'N/A'. Below this, there are two buttons: '\$ Make a Payment' and 'Enroll in AutoPay'. The right column shows account details: 'Account Name' (Tim Bush), 'Service Dates' (11/30/2018 - 08/12/2024), 'Street Address' (1120 N Tuckahoe St), and 'Services' (Water, Sewer, Debt Reduction Fee). There are also two warning messages: 'Not enrolled in paperless billing' and 'Not enrolled in AutoPay'. At the bottom, there is a 'Charges' table with the following data:

Charges	
Water	\$-135.60
Sewer	\$82.05
Debt Reduction Fee	\$48.15

5

Would you like to enroll account 12-0 in AutoPay?

Provides details to the customer on what Autopay is and how it works.

The screenshot shows the 'Autopay' enrollment page. It features a heading 'Autopay' and a question 'Would you like to enroll account 12-0 in AutoPay?'. Below the question, it says 'Set your preferences below if you would like to enroll.' There is a section titled 'About AutoPay?' with the following details:

- We will schedule payments to process on the due date or date selected for the current balance owed.
- Payments will be scheduled 48 hours before the date of processing.
- If you make a payment during this time without canceling the scheduled payment, you may be charged twice.
- You may cancel a scheduled payment by midnight the day before it processes.

Below this, there is a 'Date to Process' dropdown menu with 'On Due Date' selected. A note states 'Autopay will process on the Account's Due Date.' At the bottom, it says 'Powered by Paystar' and 'Details'.

6

Select your Autopay Processing Date

The screenshot shows the 'Autopay' enrollment page, similar to the previous one, but with the 'Date to Process' dropdown menu expanded. The dropdown shows 'On Due Date' as the selected option. Below the dropdown, there is a 'Payment Method' dropdown menu with 'Select a payment method' as the placeholder text. There is also a '+ Add new Payment Method' button. The 'Maximum Payment Amount' is set to '\$ 0.00'. At the bottom, there is a 'What's this?' link and a disclaimer: 'By clicking Enroll in Autopay, I agree to the Paystar Automatic Payment Terms of Use and understand that there may be a service fee paid to Paystar for providing this service.' It also says 'Powered by Paystar' and 'Details'.

7

Select a Payment method or add a new one Enter a Maximum Payment Amount (optional)

The screenshot shows the 'Autopay' page on a 'Municipality' website. It includes a navigation bar with 'Home', 'Attachments', and 'Help'. The main form has three sections: 'Date to Process' with a dropdown menu set to 'On Due Date', 'Payment Method' with a dropdown menu and an '+ Add new Payment Method' button, and 'Maximum Payment Amount' with a text input field set to '\$ 0.00'. Below these fields is a 'What's this?' link and a paragraph of terms and conditions. At the bottom, it says 'Powered by Paystar' and has a 'Details' link.

8

Click on 'What's this?' to learn about Max Payment Amount (optional)

View help text explaining the maximum payment amount setting.

This screenshot shows a modal window with the title 'What's this?'. The text inside explains that users can set a maximum amount that can be charged to their payment method, but if the balance due is above that amount, the payment method will not be charged at all. Below the text is a 'What's this?' link and a paragraph of terms and conditions. At the bottom, it says 'Powered by Paystar'.

9

Click on Enroll in AutoPay
Enroll the account in AutoPay using the selected schedule and payment method.

This screenshot shows the 'Autopay' page with the 'Payment Method' dropdown menu set to 'Checking Account ending in 8898'. The 'Maximum Payment Amount' field is still set to '\$ 0.00'. The 'Enroll in AutoPay' button is now visible and highlighted in blue. The rest of the page, including the navigation bar and terms and conditions, remains the same.

- 10
- Autopay Enrollment Confirmed
- Acknowledge the confirmation message that AutoPay enrollment settings were updated successfully.

