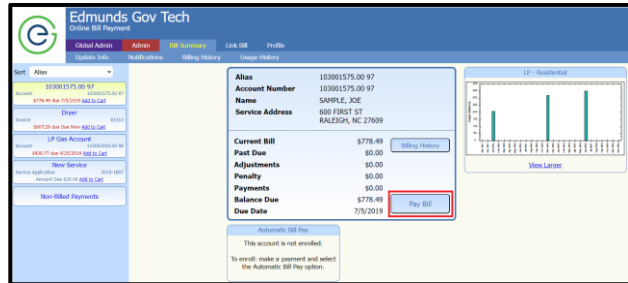**Save Time by enrolling in Auto Bill Pay. This is a service that will draft the credit card you sign up with for your Utility bill.**
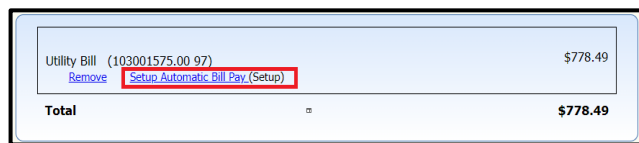
Steps:

To enroll in Auto Bill Pay you will need to create a profile and link your account. If you have already created one, then login and click PAY BILL

On the next screen you will have to make a payment of any amount to enroll in Auto Bill Pay with a credit card. If you do not, then the option to enroll in Auto Bill Pay will not display later in the transaction. Select DUE NOW or OTHER and enter the amount then select the PAYMENT METHOD and click ADD PAYMENT.
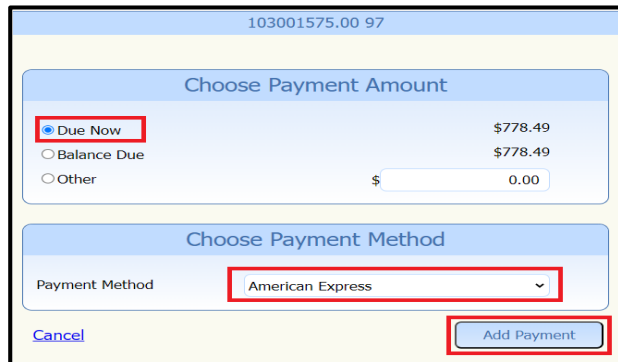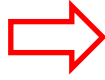

Next you will click SETUP AUTOMATIC BILL PAY

Steps:

This will bring up a TERMS AND CONDITIONS page explaining what the Auto Bill entails for you as a customer. You will need to read this and once completed, you will then make sure the checkbox is checked and click AGREE and ENROLL. CLICK UPDATE to make your payment and finalize your enrollment.

Next you will click CHECKOUT.
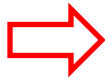
Once finished,   You will have to ENTER YOUR CREDIT CARD INFORMATION and select STORE THIS CREDIT CARD to complete your enrollment into Auto Bill Pay and should now see your information below the ACCOUNT SUMMARY box along with the date your card will be drafted. An email confirmation will be sent to your email address.