

# How to set-up autopay with a credit card

Log into your account & follow the steps below. If you have not registered for online access, you will need to register before being able to sign up for autopay.

Please note there is a 3<sup>rd</sup> party convenience fee of \$3.05 or 3% whichever is greater. Autopay is pulled within five (5) business days prior to the due date.

## Step 1

FORESTVILLE WATER DISTRICT

Home

000000010124 123 Main (NO READ) for testing purposes St Forestville, CA 95436 Manage Accounts

**Pay Bill**

Last Payment on 7/16/2021 \$1.11  
Past Due \$0.00

Current Due  
**\$0.00**

Due Tuesday, April 13, 2021

VIEW CURRENT BILL MAKE A PAYMENT

**Usage History** POTABLE WATER

800,000  
700,000  
600,000  
500,000  
400,000  
300,000  
200,000  
100,000  
0

9/1/2020 10/21/2020 2/27/2021

**Help**

- Payment & Billing
  - I want to set up AutoPay
  - I want to view my account history
  - I want to manage my payment methods
- Account Management
  - I want to register a new account
- User Profile
  - I want to change my password
  - I want to change my communication preferences

**Message Center**

Auto/Recurring Payments, which include ACH Bank Drafts and Recurring Credit Cards will be processed on or about 5 business days prior to the due date of the bill.

**Account History**

BILLS PAYMENTS

8/27/2021 \$0.00

## Step 2

### Manage AutoPay ?

+ ADD NEW CREDIT/DEBIT CARD AUTO PAY SET AUTOPAY

### Saved Payment Methods

METHOD	EXPIRES
Bank Account	

We use Plaid in order to validate and link your bank account to your registered Customer Web Portal account. Please click the button below if you would like to start this process. Note that, depending on your Financial Institution, there may or may not be a micro deposit verification step before you can use your bank account to make a payment. This validation process is only required once unless your bank account information is changed, at which point you will be required to validate your new account.

\* Email Address

This email address will only be used for communicating information about the linked accounts. Communication will occur only when absolutely necessary.

LINK ACCOUNT UNLINK

### Step 3

MasterCard VISA DISCOVER

Complete all the info linked to the credit card

Make sure the address listed here is the same address used for your credit card

Important disclosure

Once you have inputted all the information for your credit card click on the "SAVE" button

\* First Name  
\* Last Name  
\* Card Number  
\* Expiration Date \* Security Code  
\* Address  
1502 Main St  
\* City  
Jonesboogie  
\* Country  
UNITED STATES \* State  
Arkansas  
\* Postal Code  
72401

Use for recurring payments (AutoPay) that are processed on or about 5 days prior to the due date. I authorize Forestville Water District hereinafter named COMPANY to initiate a recurring ACH/electronic debit to my account from this debit card bi-monthly. I agree that ACH transactions I authorize comply with all applicable law. I understand that this authorization will remain in full force and effect until I notify COMPANY in writing that I wish to revoke this authorization. I understand that using a debit/credit card will incur a processing fee of \$3.05 or 3%, whichever is greater. I understand that COMPANY requires at least 3 days prior notice in order to cancel this authorization. To complete the payment process, click the "Save" button. Once payment is authorized, there cannot be any changes or corrections. It is recommended that you print a copy of this authorization and maintain it for your records.

SAVE

### Step 4 (confirmation of successfully setting up autopay with your credit card)

FORESTVILLE WATER DISTRICT

Home

000000010124 Dolly Parton

Manage AutoPay

METHOD

Credit/Debit Cards

VISA AUTOPAY

Visa ending in


Amount

SET AUTOPAY REMOVE AUTOPAY

DOLLY PARTON

Manage Account

**AutoPay Enrollment Confirmation**



You have successfully signed up for recurring payments (AutoPay). Thank you!

OK