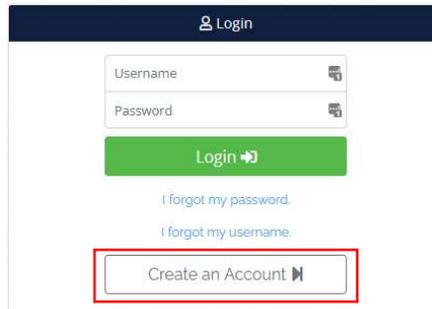


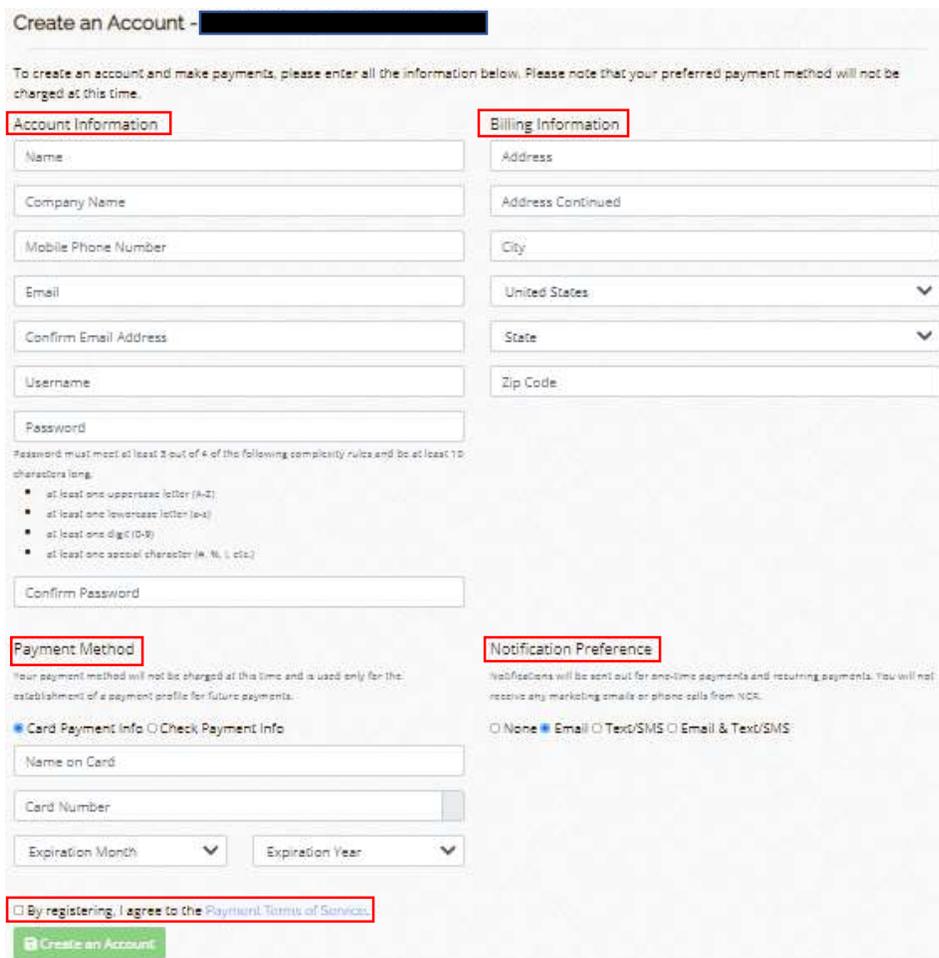
How to sign up for AutoPay

1. Select **Create an Account** on the main screen



The screenshot shows a 'Login' page with a dark blue header. Below the header are two input fields: 'Username' and 'Password', each with a small icon to its right. A green 'Login' button with a right-pointing arrow is positioned below these fields. Underneath the button are two links: 'I forgot my password.' and 'I forgot my username.' At the bottom of the page, a white button with a right-pointing arrow and the text 'Create an Account' is highlighted with a red rectangular border.

2. You will be brought to a page to create an account with your information. Fill out the four sections completely (Account Information, Billing Information, payment method and Notification Preference). Next you will need to select the box agreeing to the payment terms of services. Once all of this is complete the Create an Account Button at the bottom will become clickable.



The screenshot shows the 'Create an Account' page. At the top, there is a header 'Create an Account - [redacted]' and a sub-header 'To create an account and make payments, please enter all the information below. Please note that your preferred payment method will not be charged at this time.' Below this are four main sections, each with a red box around its title: 'Account Information', 'Billing Information', 'Payment Method', and 'Notification Preference'. The 'Account Information' section includes fields for Name, Company Name, Mobile Phone Number, Email, Confirm Email Address, Username, Password, and Confirm Password. The 'Billing Information' section includes fields for Address, Address Continued, City, United States (dropdown), State (dropdown), and Zip Code. The 'Payment Method' section includes a note about payment method usage, radio buttons for 'Card Payment Info' (selected) and 'Check Payment Info', and fields for Name on Card, Card Number, Expiration Month (dropdown), and Expiration Year (dropdown). The 'Notification Preference' section includes a note about notifications and radio buttons for 'None', 'Email' (selected), 'Text/SMS', and 'Email & Text/SMS'. At the bottom, there is a checkbox 'By registering, I agree to the Payment Terms of Services' and a green 'Create an Account' button.

3. Now you will be brought to your account dashboard. (Example Below)

[Back To Payment Plan Search](#)

Account Information

Name on Account: ██████████	Address: ██████████
Username: ██████████	
Company Name: ██████████	Payment Method: Visa ██████████
Email Address: ██████████	

**Address Information**
Add and edit billing addresses

**Payment Methods**
Add and edit saved payment information

**Customer Details**
Edit additional customer information

**Payment Activity**
View previous payments and attempts

**Payment Plans & AutoPay**
Manage scheduled and AutoPay payments

**Notification Manager**
Manage emails and SMS notifications

**Activity Log**
View all actions taken with this account

4. From your account dashboard, select **Payment Plans & AutoPay**

**Address Information**
Add and edit billing addresses

**Payment Methods**
Add and edit saved payment information

**Customer Details**
Edit additional customer information

**Payment Activity**
View previous payments and attempts

**Payment Plans & AutoPay**
Manage scheduled and AutoPay payments

**Notification Manager**
Manage emails and SMS notifications

**Activity Log**
View all actions taken with this account

5. On the **Payment Plans & AutoPay** screen, select **Enroll in AutoPay**.

Payment Plans & AutoPay (██████████) - ██████████

[Back To Dashboard](#)

Additional Options

- [Create a new payment plan](#)
- Enroll in AutoPay

Type	Payment Method	Status	Previous Payment	Next Payment	Payment Type	Payment Identifier	Last Modified	Action
No Recurring Payments found.								

- On the Enroll in AutoPay page, you will need to select the Payment Type (once the Payment type is selected you may be requested to enter in an account number or other identifying payment information), Payment Profile, check the I agree to the Payment Terms of Service and authorize this payment box and select Enroll in AutoPay.

Enroll in AutoPay - [REDACTED]

[Back to Payment Plans & AutoPay](#)

Payment Type

Payment Type [REDACTED]

Account # [REDACTED]

Payment Profile

Payment Profile Visa 411111 **** 1111 10/41

Enroll in AutoPay

i To enroll in NCR AutoPay, you will need to provide your account information, select an existing Payment Profile, and agree to the NCR Payment Terms of Service. You may stop AutoPay payments at any time; however, payment may still be due.

I agree to the [Payment Terms of Service](#) and authorize this payment.

[➔ Enroll in AutoPay](#)

