

## STEP 1



Click on the **My Account** menu on our website.

# STEP 2



Sign in to your account using your email address and password you set up during registration.

## STEP 3



On the home screen click on the **Bill & Pay** menu on the left and then click on the **Auto Pay Program** sub-menu.

### STEP 4



Check the **Terms & Conditions box** to activate the Enroll button.

## STEP 5



Click on the **Enroll button** and select the **Add New Bank Account link**.

## STEP 6



Follow the prompts on the next screen to finish the process.