ENABLE UTILITY AUTOPAY

1 LOG INTO THE BROKEN ARROW ONLINE UTILITY PAYMENT PORTAL.
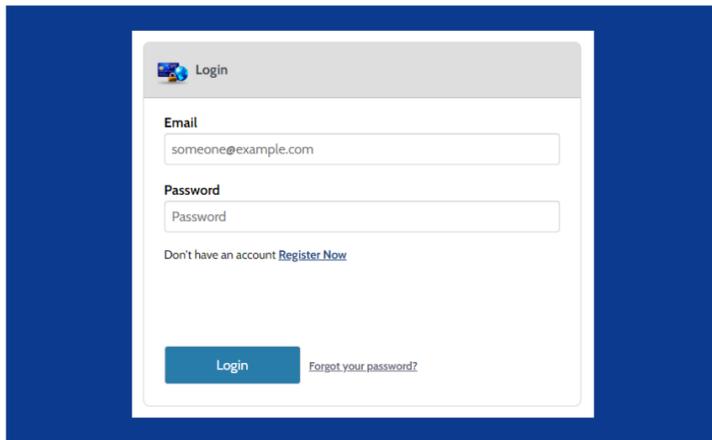
2 SELECT *'AUTOPAY'* FROM THE NAVIGATION MENU ON THE LEFT-HAND SIDE OF YOUR SCREEN.

NEXT, CLICK *'ADD SCHEDULE'*.
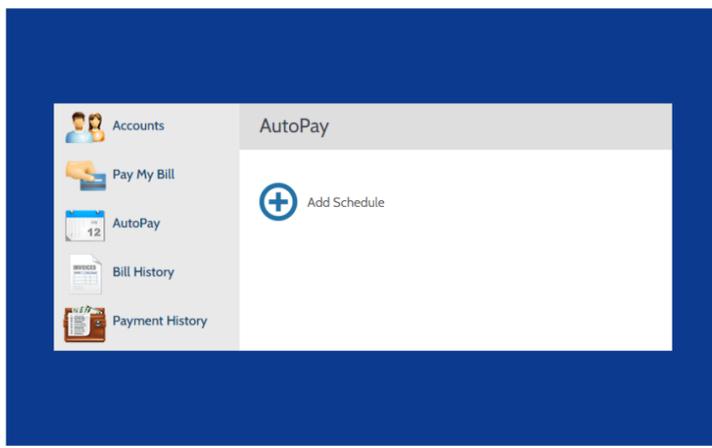
3 CHOOSE YOUR UTILITY ACCOUNT AND ADD YOUR PREFERRED PAYMENT METHOD.
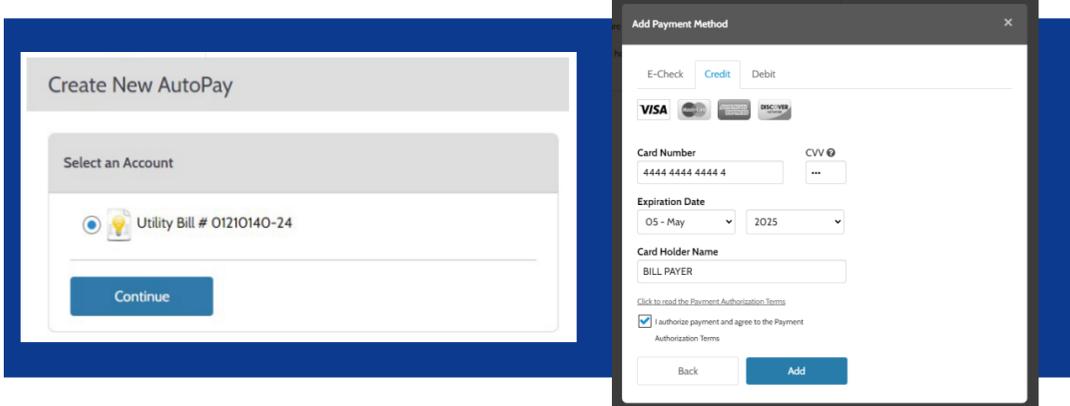
4 DETERMINE PAYMENT DETAILS, INCLUDING FREQUENCY AND AMOUNT TO BE PAID. CLICK THE AUTHORIZATION BOX, FOLLOWED BY THE *'CREATE AUTOPAY'* BUTTON.
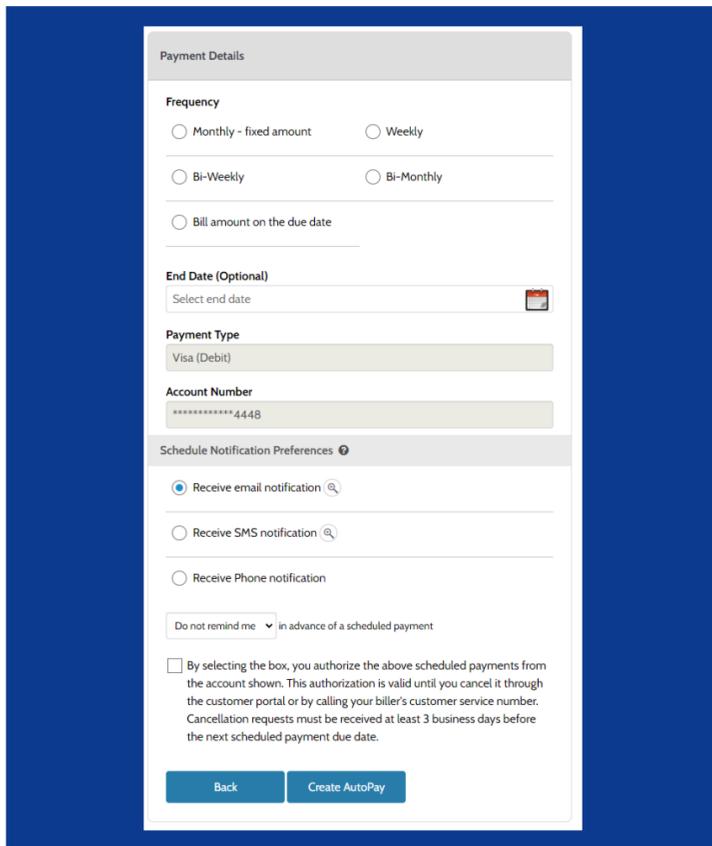
5 *ALL DONE!* A CONFIRMATION EMAIL WILL BE SENT TO YOUR EMAIL ADDRESS SHORTLY AFTER AUTOPAY ENABLEMENT.