HOW TO ENABLE UTILITY AUTOPAY

CITY OF BROKEN ARROW



LOG INTO THE BROKEN ARROW ONLINE UTILITY PAYMENT PORTAL.

Email		
someone@example.co	m	
Password		,
Password		
Don't have an account <u>Reg</u>	ister Now	
Login	Forgot your password?	



SELECT **'AUTOPAY'** FROM THE NAVIGATION MENU ON THE LEFT-HAND SIDE OF YOUR SCREEN.

NEXT, CLICK 'ADD SCHEDULE'.





CHOOSE YOUR UTILITY ACCOUNT AND ADD YOUR PREFERRED PAYMENT METHOD.

	Add Payment Method X
Create New AutoPay	E-Check Credit Debit
Select an Account	Card Number CVV @ 4444 4444 4444 4 ···
O Utility Bill # 01210140-24	Expiration Date 05 - May Card Holder Name
Continue	Calor Product Partie BILL PAYER Click to read the Payment Authorization Terms V 1 authorize payment and agree to the Payment Authorization Terms
	Back Add



DETERMINE PAYMENT DETAILS, INCLUDING FREQUENCY AND AMOUNT TO BE PAID. CLICK THE AUTHORIZATION BOX, FOLLOWED BY THE **'CREATE AUTOPAY'** BUTTON.

Payment Details	
Frequency	
O Monthly - fixed amount	🔿 Weekly
O Bi-Weekly	O Bi-Monthly
O Bill amount on the due date	
End Date (Optional)	_
Select end date	
Payment Type	
Visa (Debit)	
Account Number	
******************4448	
Schedule Notification Preferences 😧	
• Receive email notification (
Receive SMS notification	
O Receive Phone notification	
Do not remind me 🗸 in advance of a se	heduled payment
By selecting the box, you authoriz the account shown. This authorize the customer portal or by calling y Cancellation requests must be rec the next scheduled payment due	e the above scheduled payments from tion is valid until you cancel it through vour biller's customer service number. eived at least 3 business days before date.
Back Create At	utoPay



ALL DONE! A CONFIRMATION EMAIL WILL BE SENT TO YOUR EMAIL ADDRESS SHORTLY AFTER AUTOPAY ENABLEMENT.

Schedule Created

Payment Type	Utility Bil
Account #	01210140-24
Payment Method	MasterCard (Debit) ***********4444
Start Date	May 5, 2022
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Total Amount	Bill Amount
Print Back to AutoPav	
Print Back to AutoPay	