



## AUTOPAY SET UP GUIDE

*Note: You must complete the steps for adding a bill to your account and saving a payment method prior to setting up autopay. Any change to your autopay or wallet safe will not update an existing scheduled payment.*

1. Log into your account.
2. In the top right corner, click the drop down menu and select “Automatic Payments”.
3. Once you are in “Automatic Payments” find the bill you wish to set up for AutoPay.
4. To set a bill to automatic payment, simply select a “AutoPay Method” from the list of your entered payment method (i.e. checking, savings or credit card) and click “Save Changes” button.
5. Each time the municipality issues a new bill, you will receive an email that the autopay has scheduled a payment. When the autopayment is made, you will receive another email indicating payment has been made. Note that autopayments are processed 5 business days before the stated due date of the bill.

Yarmouth, MA	Water/Sewer
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**Save Changes**

--- NONE ---

--- NONE ---

VISA - 0016

CHECKING - 6789

7. To cancel an autopay, select “None” under the “Autopay Method” and click “Save Changes.”  
*Note: You will need to review “Scheduled Payments” located under “My Account” to ensure that an automatic payment has not already been scheduled. If you find an unwanted scheduled payment, simply click “Remove.”*