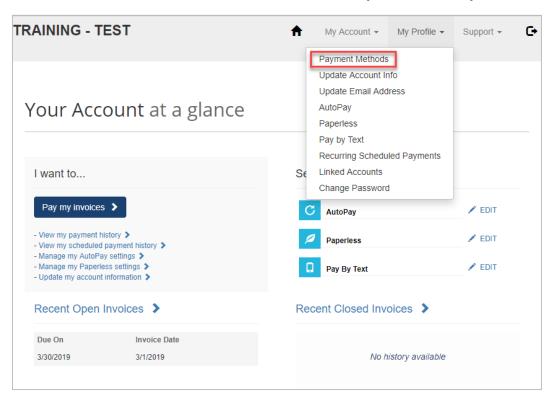


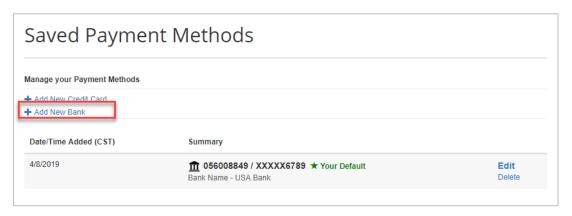
Adding Payment Methods

Registered customers can add and save payment methods in order to streamline the payment process or register for AutoPay or Pay by Text.

1. From the Customer Portal home screen user selects My Profile and Payment Methods.

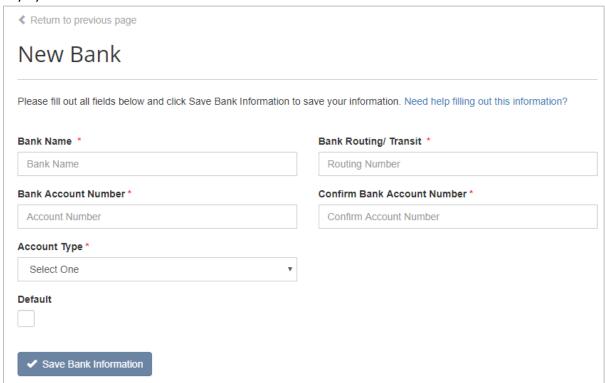


2. The **Saved Payment Methods** page displays to allow the user to select the desired type of payment method. In this example, the user will select **Add New Bank**.

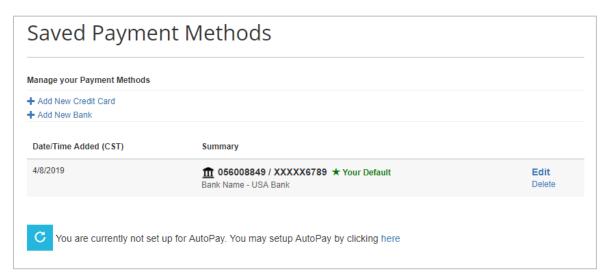




3. The **Add New Bank** page appears. The user completes the following information: Bank Name, 9-digit routing number, bank account number (entered twice to decrease error), account type (Personal-Checking, Personal-Savings, Commercial-Checking). User can select the **Default** box to ensure this payment information takes precedence when the user selects or sets up AutoPay and Pay by Text. User selects **Save Bank Information.**

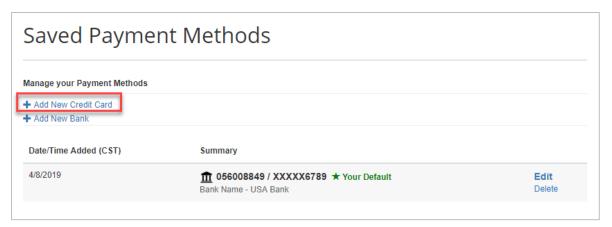


4. The **Saved Payment Methods** page appears showing the saved banking payment method. Part of the account number is masked for security purposes. There are two action buttons, one to **Edit** and one to **Delete**.

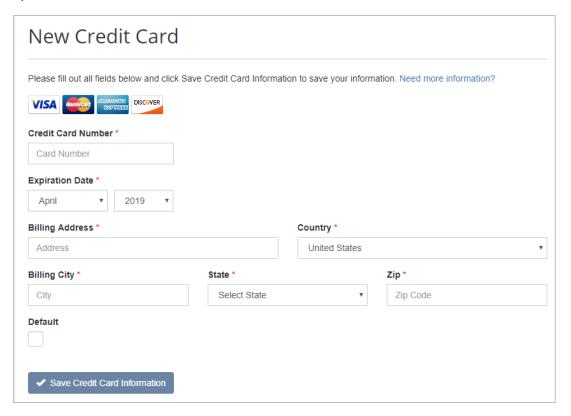




5. To add a card payment method, select Add New Credit Card.



6. User enters the card number, selects the month and year of the card expiration date and enters the complete billing address associated with the card. User can select the **Default** box to ensure this payment information takes precedence when the user selects or sets up AutoPay and Pay by Text. User selects **Save Credit Card Information.**





7. The saved payment methods are displayed. If the **Default** was not checked, the payment method entered first will be marked as default and can easily be changed by clicking on **Edit** and selecting a new default payment method. Multiple payment methods for credit card and bank account can be added the customer's profile at any time.

