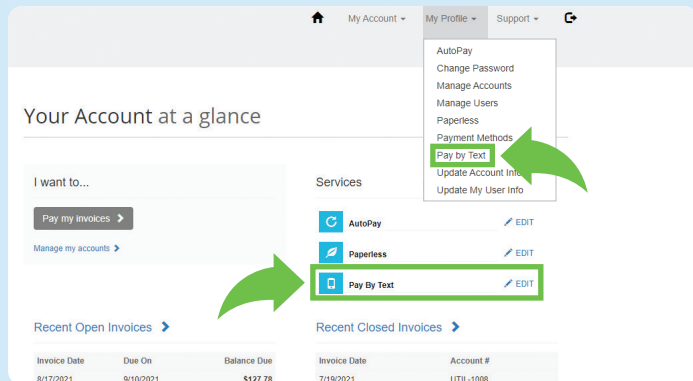


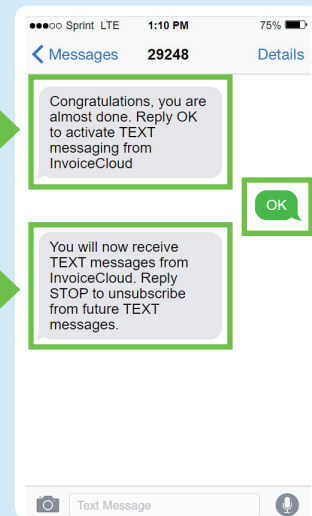
⑤ Simple Steps to Register for Pay By Text

- 1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select **"Pay By Text"**, OR under *Services*, select **"Pay By Text"**.

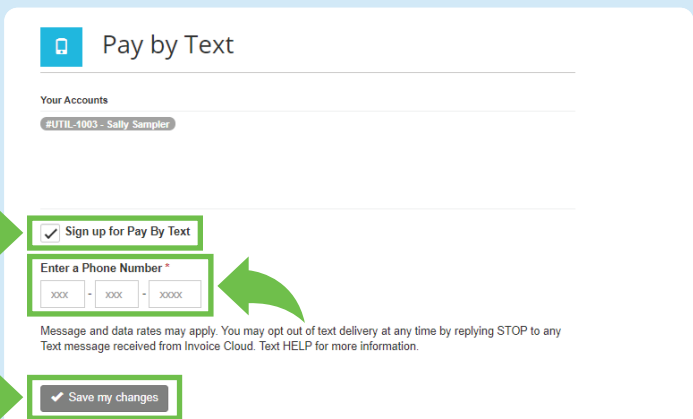


4

On your mobile device, you will receive a text message. Reply **"OK"** to this text. You will receive a reply indicating your *Pay By Text* registration is complete.

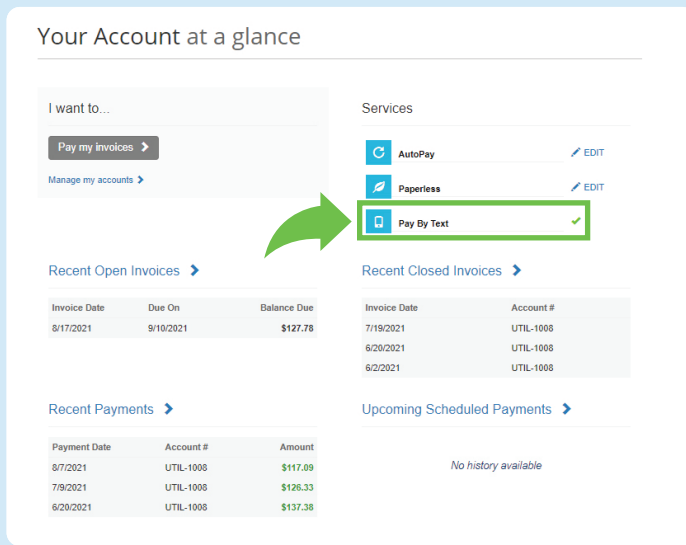


- 2 On the *Pay By Text* page, check, **"Sign up for Pay By Text"** and **"enter your mobile phone number"**. Then, select **"Save my changes"**.



5

Return to the Payment Portal. On *Your Account at a Glance* page, you will see a *green checkmark* confirming *Pay By Text* is active.



- 3 On the *Pay by Text* page, you will receive confirmation that **"Your information has been updated successfully"**. Next, check your mobile phone for a text to complete the process.

