

⑥ Steps to Register for Recurring Payments

To enroll for Recurring Payments, you must have a *Saved Payment Method* associated with your account. Once that has been established, follow the steps below.

- 1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select **"Recurring Scheduled Payments"**.

- 4 Select your preferred payment option. This selection will determine what fields will need to be specified when completing the scheduled payment on the next screen.

- 5 Complete all the required fields. Ensure **"Active"** is checked and click the **"Save my changes"** button. You may change your selection from Step 4 at any time.

- 3 From the drop down menu, choose the *Invoice Type* for which you'd like to set up a *Recurring Scheduled Payment*.

- 6 On the *Recurring Scheduled Payments* page you will see a list of all recurring payments you have scheduled. You can edit or cancel these at any time.