

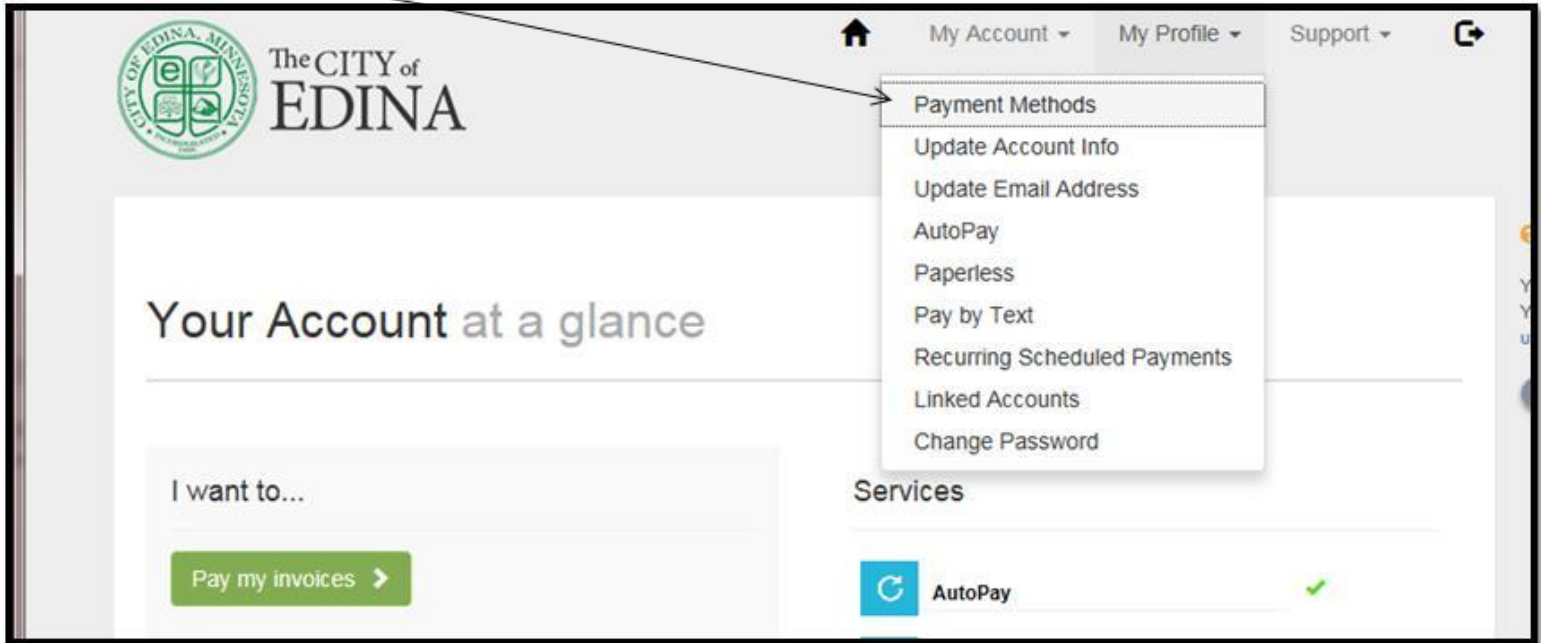
## Updating autopay with Invoice Cloud-checking account

To update your autopay information, please see screenshots below.

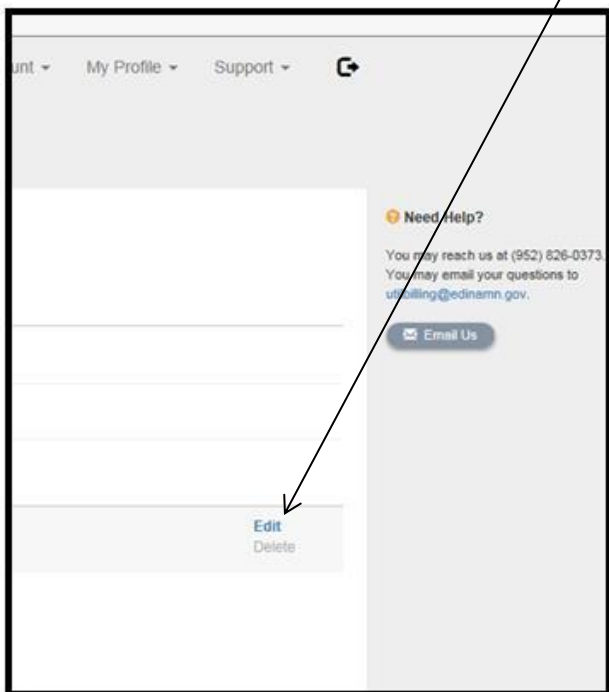
Please sign in to your account on Invoice Cloud:

[https://www.invoicecloud.com/portal/\(S\(tcunyuj1xzmue1yz0mbtdams\)\)/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee](https://www.invoicecloud.com/portal/(S(tcunyuj1xzmue1yz0mbtdams))/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee)

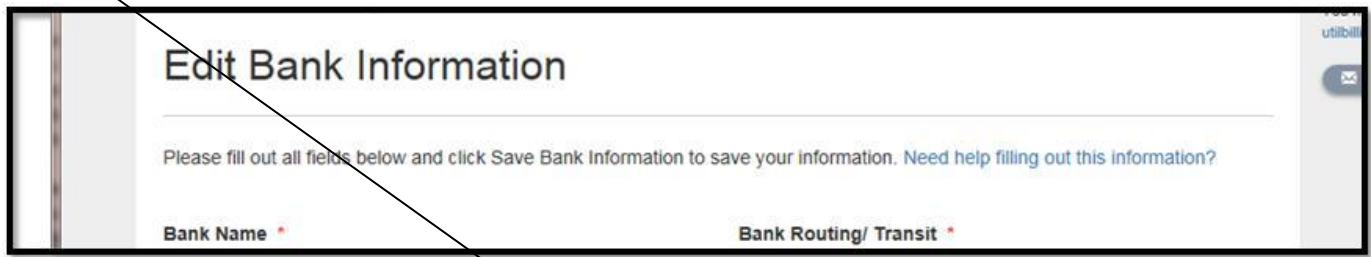
Click on “My Profile” at the top of the webpage and choose “Payment Methods”.



Once you get to this screen below, you will see your current bank information in the middle of screen and to the far right will be “edit”. Select “edit”.



Once you select “edit” the screen to update your bank information will display. You want to click on “Change” where you see “Bank Account Number” the middle box on webpage.



The screenshot shows the 'Edit Bank Information' form. At the top, it says 'Edit Bank Information'. Below that, a message reads: 'Please fill out all fields below and click Save Bank Information to save your information. Need help filling out this information?'. There are two input fields: 'Bank Name \*' and 'Bank Routing/ Transit \*'. An arrow points from the text above to the 'Change' link in the next screenshot.



This is a close-up of the 'Bank Account Number \*' field. To the right of the field is a blue pencil icon followed by the word 'Change'. An arrow points from the text above to this 'Change' link.

Once you have made the update to your bank information, please click on box at bottom of the webpage, “Save Bank Information”. This may prompt an email confirmation to your email address for you to confirm that you made a change to your autopay. Once you confirm the email, your autopay will be activated.



The screenshot shows a 'Default' section with a checked checkbox. Below it is a green button with a white checkmark and the text 'Save Credit Card Information'. An arrow points from the text above to this button.

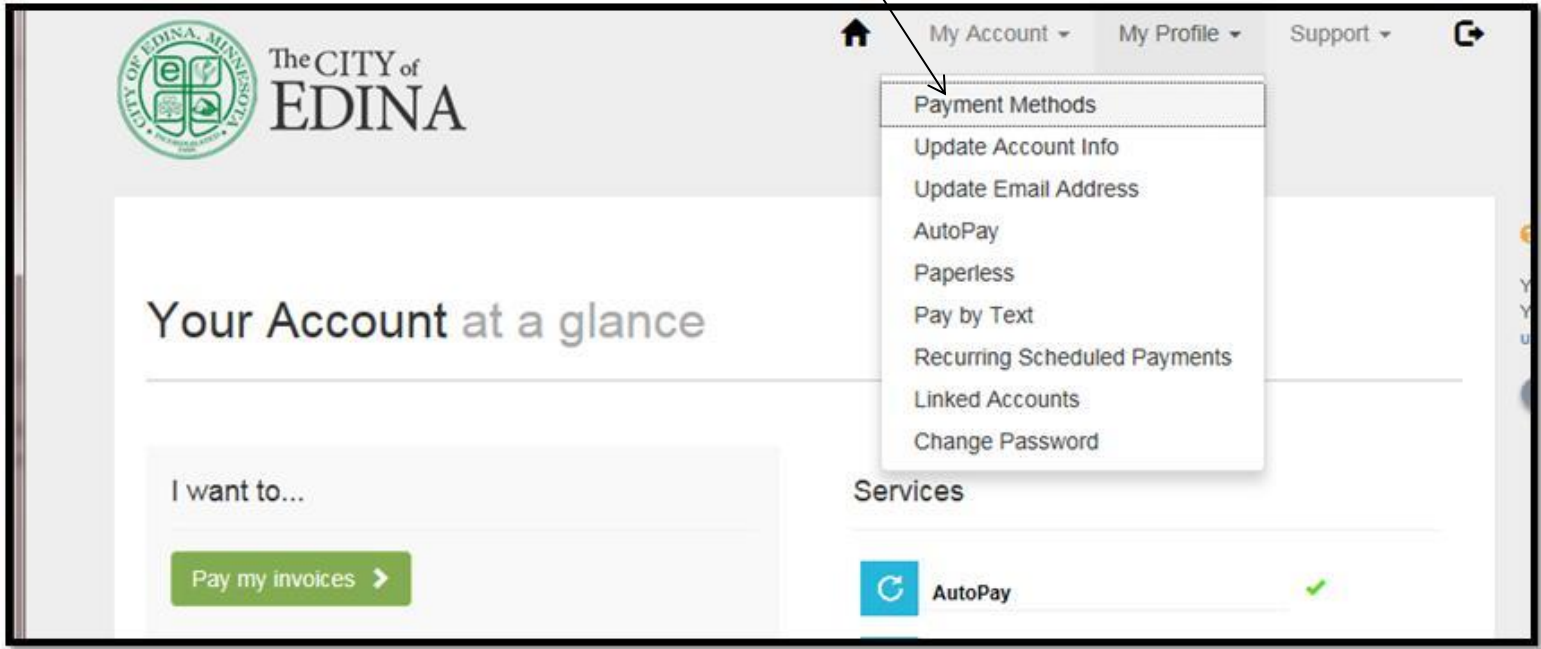
## Updating autopay with Invoice Cloud-Credit Card

To update your autopay information, please see screenshots below.

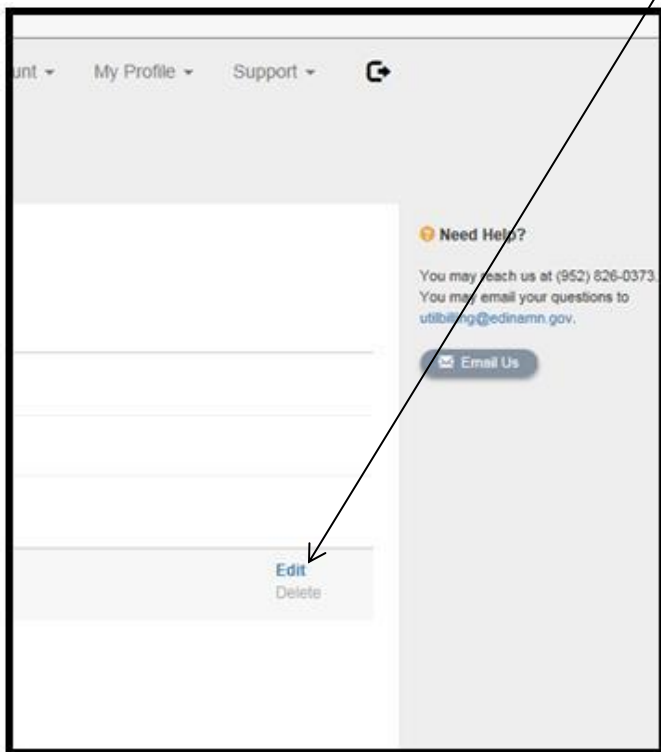
Please sign in to your account on Invoice Cloud:

[https://www.invoicecloud.com/portal/\(S\(tcunyu1xzmue1yz0mbtdams\)\)/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee](https://www.invoicecloud.com/portal/(S(tcunyu1xzmue1yz0mbtdams))/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee)

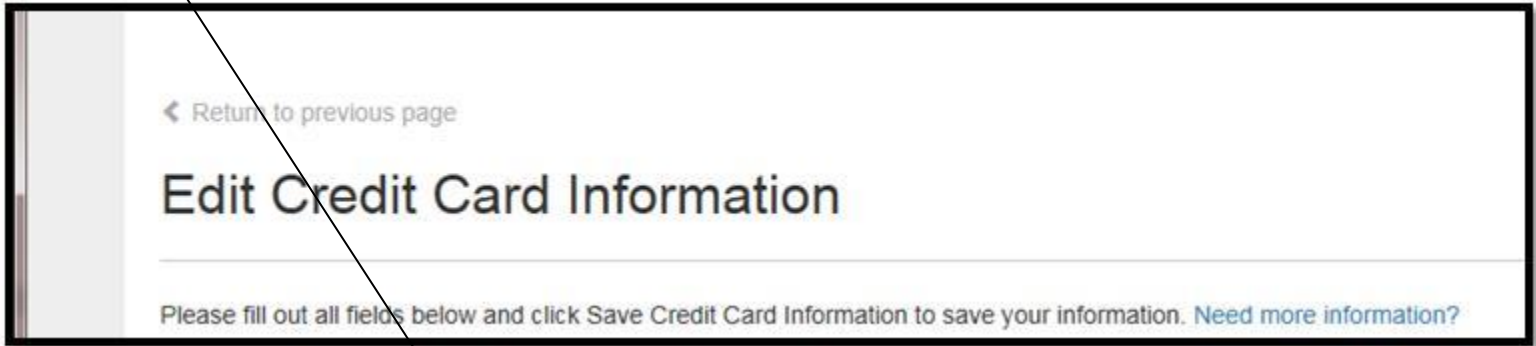
Click on “My Profile” at the top of the webpage and choose “Payment Methods”.



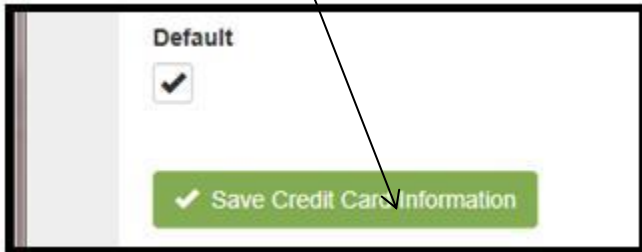
Once you get to this screen below, you will see your current credit card information in the middle of screen and to the far right will be “edit”. Select “edit”.



Once you select “edit” the screen to update your credit card information will display. You want to click on “Change” where you see “Credit Card Number” the middle box on webpage.



Once you have made the update to your credit card information, please click on box at bottom of the webpage, “Save Credit Card Information”. This may prompt an email confirmation to your email address for you to confirm that you made a change to your autopay. Once you confirm the email, your autopay will be activated.



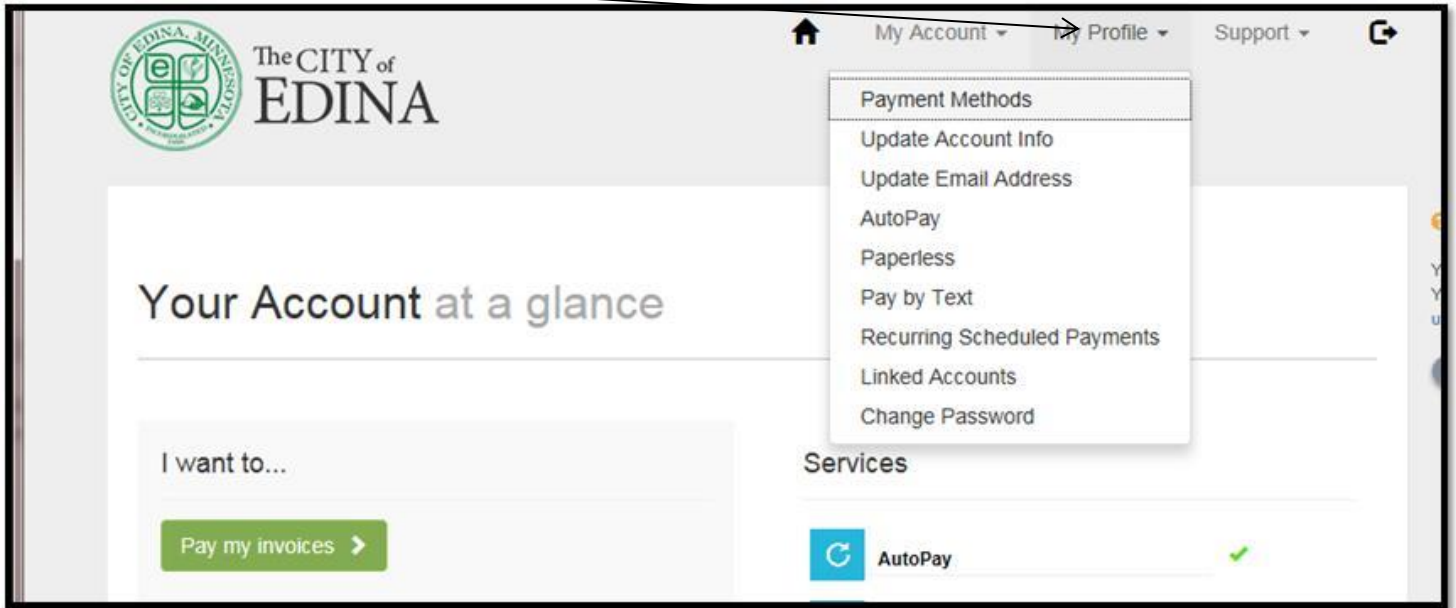
## Switching autopay methods with Invoice Cloud

To update your autopay information, please see screenshots below.

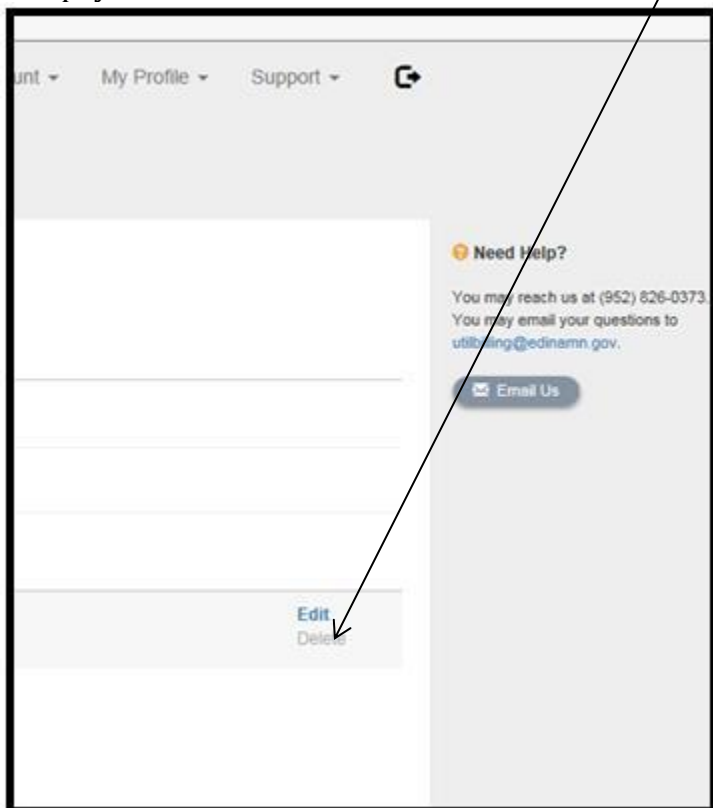
Please sign in to your account on Invoice Cloud:

[https://www.invoicecloud.com/portal/\(S\(tcunyu1xzmue1yz0mbtdams\)\)/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee](https://www.invoicecloud.com/portal/(S(tcunyu1xzmue1yz0mbtdams))/2/Site2.aspx?G=421fc6d7-96fe-4993-8b68-850afd582bee)

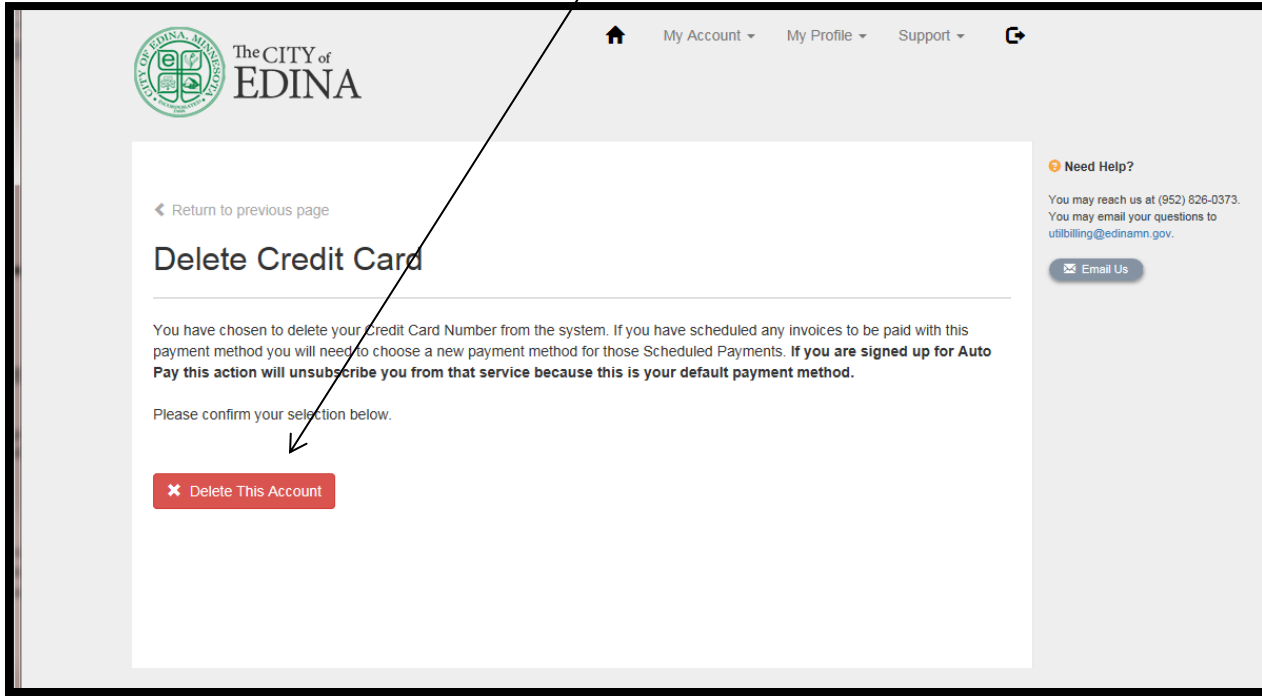
Click on “My Profile” at the top of the webpage and choose “Payment Methods”.



Once you get to this screen below, you will see your current autopay information in the middle of screen and to the far right will be “delete”. Select “delete” to remove what you currently have as autopay.



You will confirm by clicking on “Delete This Account”.



Once you delete the current payment method you will choose either “Add New Credit Card” or “Add New Bank” for autopay. Please be sure there is a green check mark next to autopay once you have updated your information.

