

Set Up AutoPay

Click "AutoPay" under the Services option on the home screen:

The screenshot shows the user interface for the City of Las Vegas Sewer Services account. At the top left is the City of Las Vegas logo and the text "Sewer Services". At the top right are navigation links: a home icon, "My Account", "My Profile", "Support", and a refresh icon. The main heading is "Your Account at a glance". Below this, there are two main sections: "I want to..." and "Services".

I want to...

- [Pay my invoices](#)
- [View my payment history](#)
- [View my scheduled payment history](#)
- [Manage my AutoPay settings](#)
- [Manage my Paperless settings](#)
- [Update my account information](#)

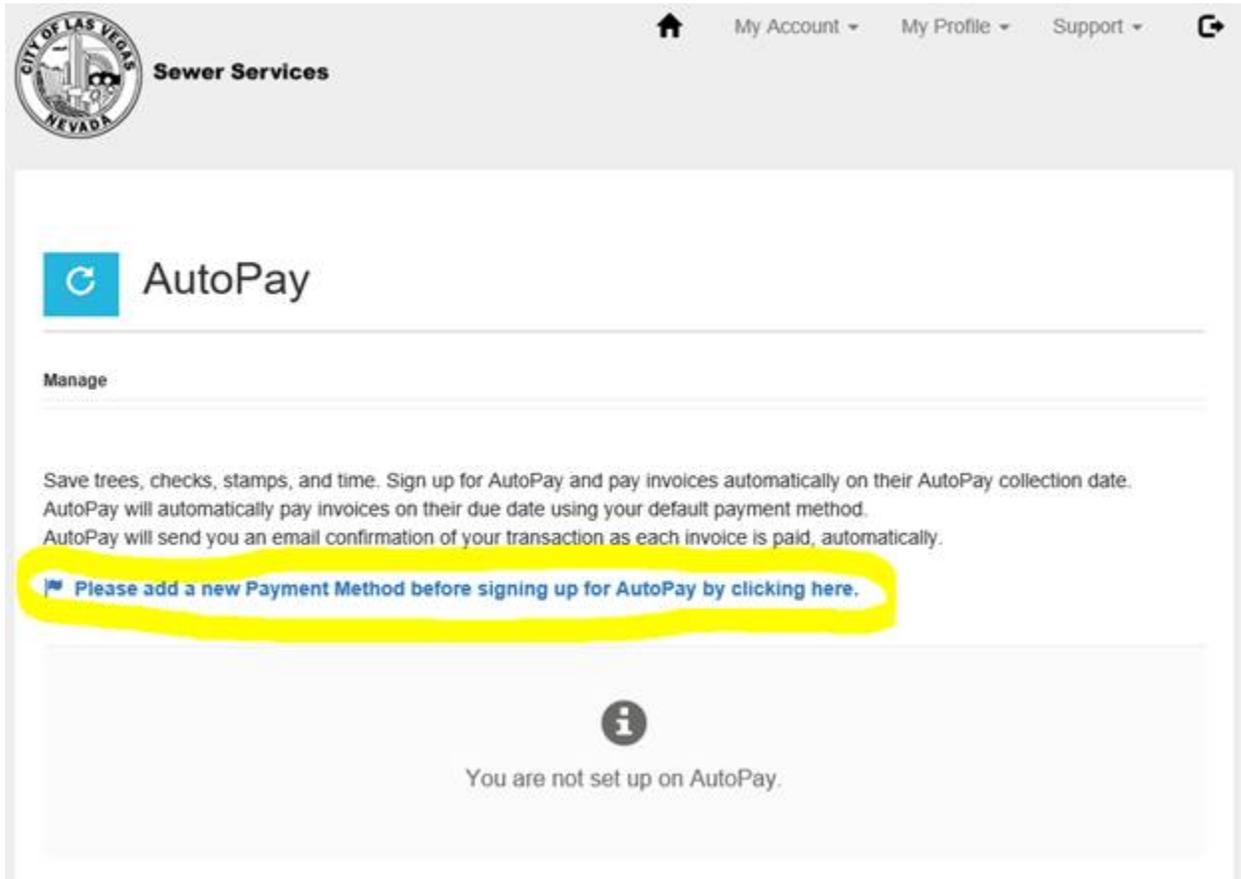
[Recent Open Invoices](#)

Services

	AutoPay	EDIT
	Paperless	EDIT
	Pay By Text	EDIT

[Recent Closed Invoices](#)

Once you are on the AutoPay page, it will let you know that you do not have a payment method saved yet, and you will need to add one before you can set up AutoPay:



CITY OF LAS VEGAS
NEVADA

Sewer Services

My Account ▾ My Profile ▾ Support ▾

AutoPay

Manage

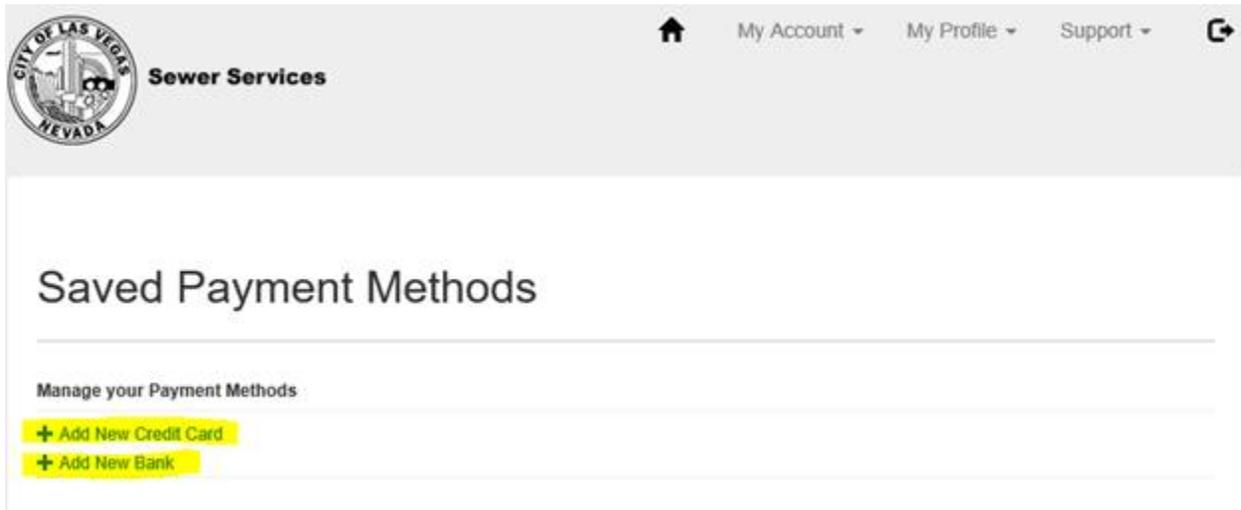
Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

Please add a new Payment Method before signing up for AutoPay by clicking here.

i

You are not set up on AutoPay.

You can add a credit or debit card (except AMEX) or a checking/savings account number.



CITY OF LAS VEGAS
NEVADA

Sewer Services

My Account ▾ My Profile ▾ Support ▾

Saved Payment Methods

Manage your Payment Methods

+ Add New Credit Card

+ Add New Bank

Once you are on the page to add a new payment method fill out the form in full and verify all payment information is correct. Make sure you set the new payment method as your "DEFAULT", as AutoPay requires a default payment method to be active.

 **Sewer Services** Home My Account My Profile Support

[Return to previous page](#)

New Bank

Please fill out all fields below and click Save Bank Information to save your information. [Need help filling out this information?](#)

Bank Name * <input type="text" value="Bank Name"/>	Bank Routing/ Transit * <input type="text" value="Routing Number"/>
Bank Account Number * <input type="text" value="Account Number"/>	Confirm Bank Account Number * <input type="text" value="Confirm Account Number"/>
Account Type * <input type="text" value="Personal - Checking"/>	
<input checked="" type="checkbox"/> Default	
<input type="button" value="Save Bank Information"/>	

New Credit Card

Please fill out all fields below and click Save Credit Card Information to save your information. [Need more information?](#)



Credit Card Number *

Expiration Date *

Billing Address *

Country *

Billing City *

State *

Zip *

Default

Save Credit Card Information

You are not registered for AutoPay just yet.

Once your card/bank information is saved, you will see the below page (note the payment method has a green star denoting it is marked as default). To get back to the AutoPay Setup page, click “here” as noted below:

Saved Payment Methods

Manage your Payment Methods

- + Add New Credit Card
- + Add New Bank

Date/Time Added (CST)	Summary	
12/5/2018 11:54 AM	 ★ Your Default	Edit Delete

 You are currently not set up for AutoPay. You may setup AutoPay by clicking [here](#)

Click “New AutoPay Setup”

 **AutoPay**

Manage

- + New AutoPay Setup

It will already have your payment information and sewer account populated, just select "Save this AutoPay Setup".

New AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

 ▼

Invoice Type *

 ▼

Use this payment method *

 ▼

AutoPay Status *

- Yes, put me on AutoPay
- No, I do not want AutoPay

✓ Save this AutoPay Setup

It will send you a confirmation email to complete your AutoPay registration; **until you click the "COMPLETE REGISTRATION" link in the email, AutoPay will not be activated.**