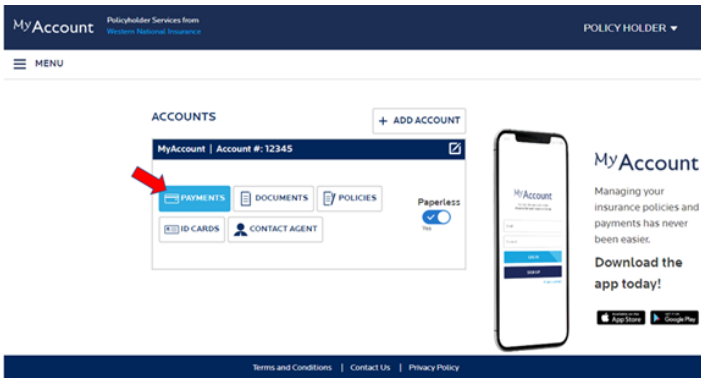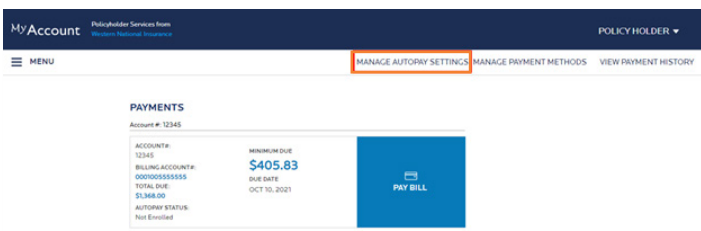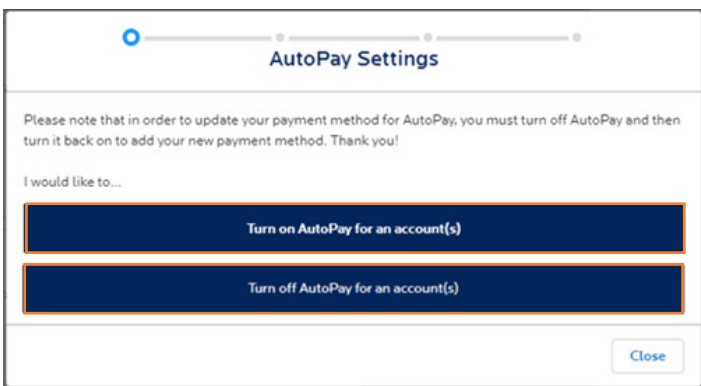# Turn on/Turn off AutoPay
A Guide for Customers

**1.** From the *MyAccount* home page, click on the "**Payments**" button.

2. To turn on AutoPay or to turn off AutoPay, click on "**Manage Autopay Settings**" at the top of the page.

3. If there are accounts or policies that are enrolled in AutoPay, you will see the "**Turn off AutoPay**" button.

If there are accounts or policies that are eligible for AutoPay, you will see the "**Turn on AutoPay**" button.

After clicking either "**Turn on AutoPay**" or "**Turn off AutoPay**", follow the prompts on each screen to complete the process.
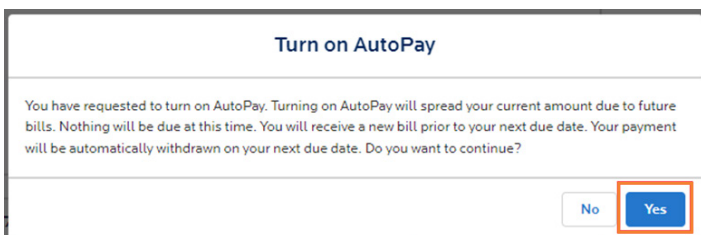
4. If you click "**Turn on AutoPay**", a window will appear describing how AutoPay will be applied to your account. Click "**Yes**" to continue, or click "**No**" if you no longer want to set up AutoPay.

5. The next screen will show all the accounts that are eligible for AutoPay enrollment. Click on the accounts you would like to enroll in AutoPay and click "**Next**". Then follow the prompts on each screen to enter payment information.

6. The final screen will show all the information that will be applied once AutoPay is enabled. Review the information, select the box indicating that you have read the terms and conditions, and click "**Submit**".

7. After clicking "Submit", the message in green will display on the page, confirming your enrollment is being processed, and you will receive an email with more information.

8. The first email you receive from *MyAccount* notifies you that your AutoPay request is being processed. You will receive a second email that confirms the AutoPay setup is complete. Your *MyAccount* page will now state "**Enrolled in Autopay**".