Setting Up Automatic Payments

Log in to your account at XpressBillPay.com.[1] In the upper right corner, change the Auto Pay option from Off to On.

Auto Pay (Off)   Auto Pay (On)

Follow the instructions on the screen for selecting the setup options you want. Click on Next to move to the next tab.

Setup Options

1) Payment Schedule Options
    a. Based on Due Date – Wastewater bills are due on the 15th of each month.
    b. Based on Calendar Date
    c. End Date – You may select a future date to end your Auto Pay.
2) Payment Amount
    a. Pay Full Bill Amount – **PLEASE NOTE: If you have accumulated a significant balance while your Auto Pay was turned off, the entire balance owed will be automatically paid in the next billing cycle.**
    b. Pay Set Amount – **PLEASE NOTE: If you choose to pay an amount other than the full balance, the amount chosen will be automatically paid each billing cycle until you change it.**
3) Payment Method
    a. Primary
    b. Backup – If payment fails under the primary method, the payment will be automatically paid using the backup payment method.
    c. **Expired credit cards are the most common reason for failed payments.**
4) Notifications
    a. Several email notification options are available.
5) Summary
    a. Review your setup options and click on Save Changes.

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[1] If you do not yet have an account, select Create a New Account and follow the instructions on the screen.