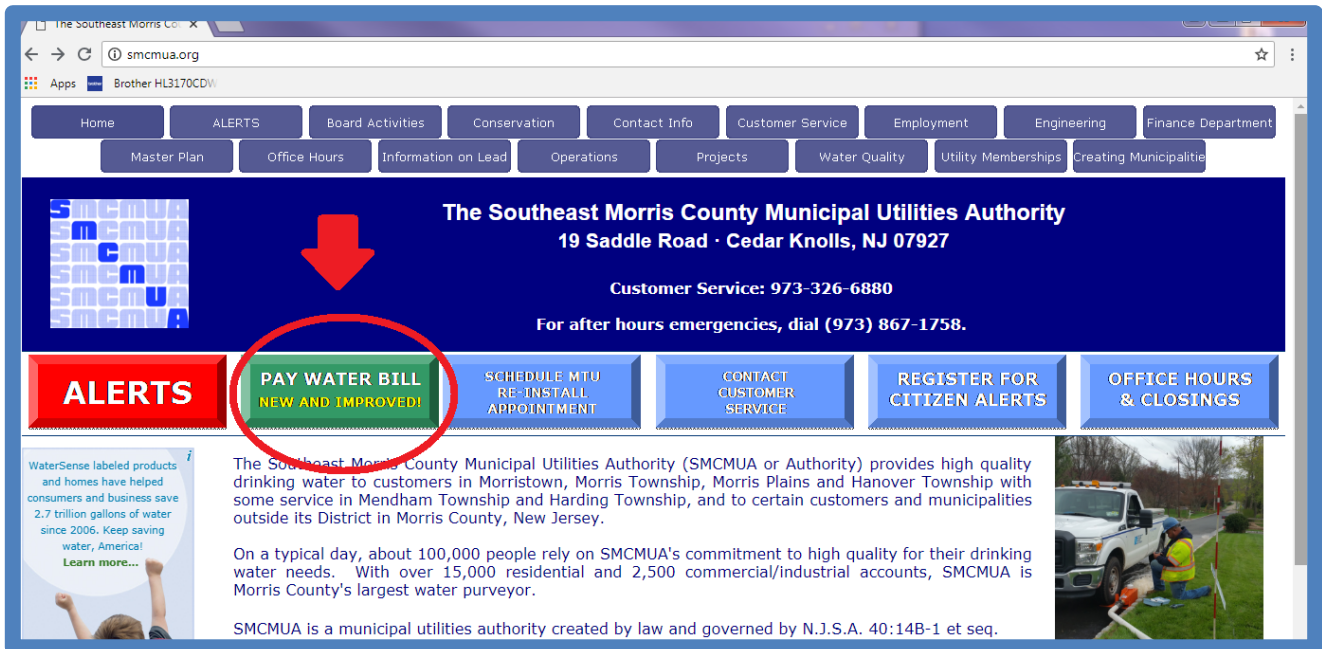




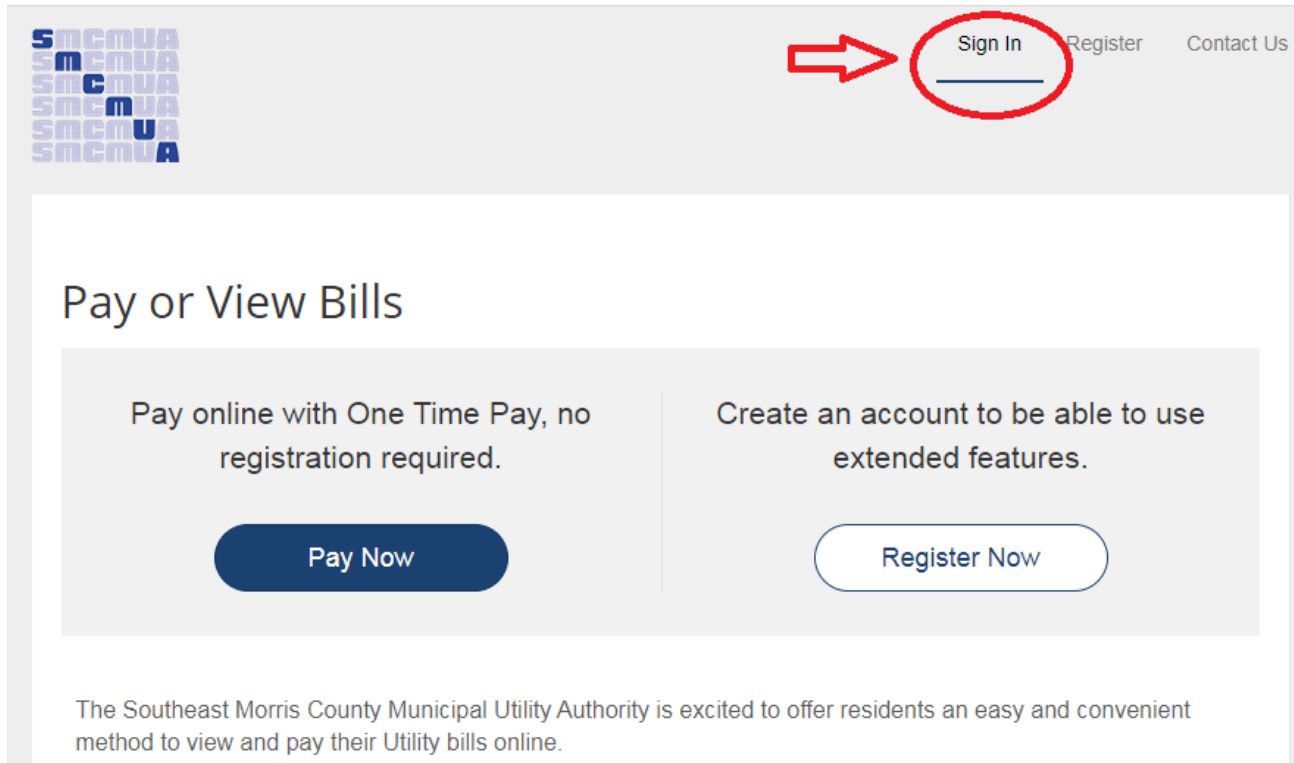
Starting on December of 2017 your invoice history and current invoice is available to be viewed and paid at www.smcmua.org

Please follow the steps to update your banking information and set up for Autopay!

1. Visit our website at www.smcmua.org
2. Click on “PAY WATER BILL – NEW AND IMPROVED!”

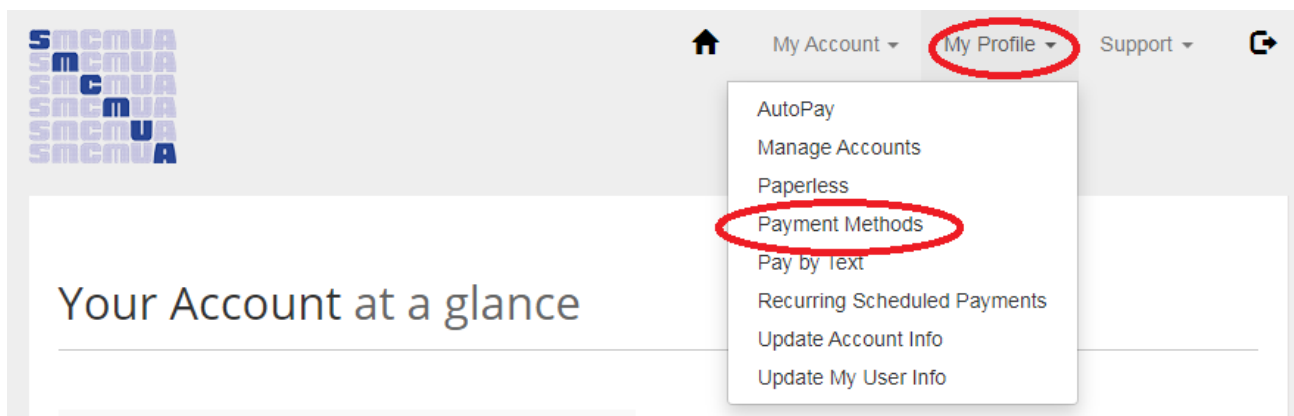


3. Click on “SIGN IN”



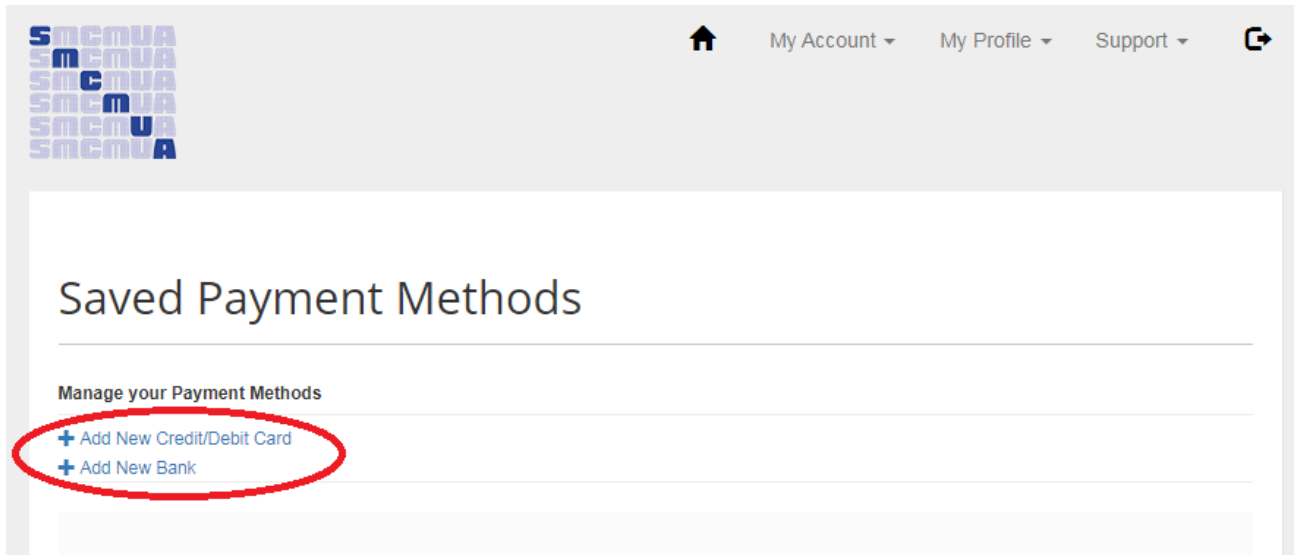
4. After the sign in you will be at the “Your Account at a Glance” page

5. Select the “My Profile” option on the top right and select “Payment Options” on the drop down menu

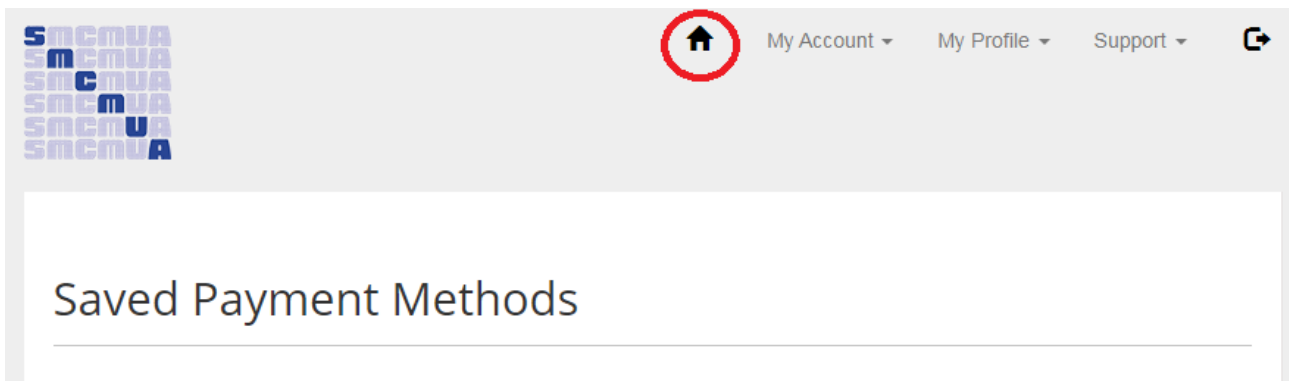




6. On the Saved Payment Methods page, enter your New Credit/Debit Card or add New Bank information
- 7.



8. After you saved your payment information, click on the home button to return to the main page.



9. Once you are back into the Your Account at a Glance page, find “Auto-Pay” and click on “EDIT”.

The screenshot shows the top navigation bar with the SMCNUA logo on the left and a home icon, 'My Account', 'My Profile', and 'Support' on the right. Below the navigation is the heading 'Your Account at a glance'. The main content area is divided into two columns. The left column, titled 'I want to...', contains a 'Pay my invoices' button and a list of links: 'View my payment history', 'View my scheduled payment history', 'Manage my AutoPay settings', 'Manage my Paperless settings', and 'Update my account information'. The right column, titled 'Services', lists three services: 'AutoPay' with a yellow 'EDIT' button, 'Paperless' with a blue 'EDIT' button, and 'Pay By Text' with a blue 'EDIT' button.

10. Follow the steps to complete auto pay set up. Please note that this process will not be completed until you receive an “Auto-pay setup confirmation” email and you click on the link provided in the email.

11. Once the process is completed you will be able to see the green check mark letting you know that Autopay is setup

Your Accounts at a glance

The screenshot shows the 'Your Accounts at a glance' page. The layout is similar to the previous screenshot. The 'Services' section now shows 'AutoPay' and 'Paperless' with green checkmarks, indicating they are successfully set up. The 'Pay By Text' service still has a blue 'EDIT' button. At the bottom of the page, there are two links: 'Recent Open Invoices' and 'Recent Closed Invoices', both with right-pointing chevrons.