

# How To: Add AutoPay (Reoccurring Payments)

1. Click on the **AutoPay** tab
2. Then, click **Add Schedule**
3. Ensure the account is selected that you would like to AutoPay
4. Click **Continue**

The screenshot shows the 'Create New AutoPay' page in the South Jordan Customer Portal. On the left is a navigation menu with icons for Accounts, Pay My Bill, AutoPay, Bill History, Payment History, My Wallet, My Profile, and Log out. The main content area is titled 'Create New AutoPay' and is divided into two columns. The left column, 'Select an Account', shows a selected account: 'Utility # 024059-18887, 1600 W TOWNE CENTER DR'. Below this is an 'Add new' button with a plus sign icon and a 'Continue' button. The right column, 'How to set up AutoPay', contains a numbered list of steps: 1. Select the account, 2. Choose your preferred payment method, 3. Determine the frequency of payment best suited for your needs, 4. Choose when payments should begin and end, 5. Set the payment amount, 6. Select "I Authorize.". A red note at the bottom of this column states: 'NOTE: To pay your full bill amount on a day other than the due date, you will need to use a credit card as your payment method.' At the bottom left of the page, it says 'Powered by Paymentus' with links for Privacy Policy, Website Conditions of Use, and Payment Authorization Terms. It also shows the last login time: 'Last login was on Dec 19, 2019, 10:41:50 AM'.

5. Choose the preferred payment method then click **Continue**
6. Determine the frequency of payment best suited to your needs.

**NOTE: To pay your full bill amount on a day other than the due date (Monthly – bill amount), you will need to use a credit card as your payment method.**

(Optional) Choose an end date for when you would like the AutoPay to end.

7. Set the amount of payment if needed
8. Once completed, Select **"I Authorize"**
9. Click **Back to AutoPay** to review the created schedule