

How to Sign Up for Autopay with InvoiceCloud

1. Go to <http://invoicecloud.com/vcpwa>

The screenshot shows the top of the InvoiceCloud website for Ventura County. The header includes the 'PUBLIC VENTURA COUNTY WORKS' logo on the left and navigation links for 'Sign In', 'Register', and 'Contact Us' on the right. The main content area is titled 'Pay or View Bills' and contains two primary options: 'Pay online with One Time Pay, no registration required.' with a 'Pay Now' button, and 'Create an account to be able to use extended features.' with a 'Register Now' button. A 'Need Help?' section on the right provides contact information: '(805) 378-3000' and 'wscs@ventura.org', along with an 'Email Us' button and a phone number for bill payment: '855-844-0357'.

2. Login to your InvoiceCloud Account by entering your email and InvoiceCloud password.

The screenshot displays the 'Sign In' and 'Register' sections of the InvoiceCloud website. The 'Sign In' section on the left has a title, a horizontal line, and two input fields: 'Email Address *' and 'Invoice Cloud Password *'. Below these fields is a 'Sign In' button with a right-pointing arrow and a link for 'Forgot your password?'. The 'Register' section on the right has a title, a horizontal line, and introductory text: 'If you are a first time user, you will need to create an account to be able to use extended features such as:'. This is followed by a bulleted list of features: 'Review Invoice History', 'Review Payment History', 'Schedule Automatic Payments', and 'Pay With Previously Saved Remittance Information'. Below the list is a 'Register Now' button with a right-pointing arrow. At the bottom of the 'Register' section, contact information is provided: '(805) 378-3000' and 'wscs@ventura.org'.

- Under "Services", locate the Autopay option and click the "Edit" button.




Your Account at a glance

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 >](#)

Services

	AutoPay	EDIT
	Paperless	EDIT
	Pay By Text	EDIT


- If you have made a payment with InvoiceCloud before your payment information could be saved on your account. If you haven't or if you want to use a different payment method click on the option to add a payment method.

AutoPay

Manage

[View Fees Disclosure](#)

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. There is a \$500 limit for credit cards on AutoPay. If your bill is higher than \$500, please sign up using you bank account and routing number.

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



You are not set up on AutoPay.

5. Add a payment method by choosing to add a new credit/debit card or a new bank account for echecks (EFT/ACH).

Saved Payment Methods

Manage your Payment Methods

[+ Add New Credit/Debit Card](#)

[+ Add New Bank](#)

6. Credit Cards have a maximum payment amount of \$500 and bank accounts (EFT/ACH) have a maximum payment amount of \$125,000. The preferred method is to use a bank account. To use a bank account click, "Add New Bank".

Saved Payment Methods

Manage your Payment Methods

[+ Add New Credit/Debit Card](#)

[+ Add New Bank](#)

7. Fill out the form with your bank information and click "Save Bank Information".

New Bank

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

Bank Name *

Bank Routing/ Transit *

Bank Account Number *

Confirm Bank Account Number *

Account Type *

Billing Name *

Billing Address *

Country

Billing City *

State *

Zip *

Default

- Once you have added a bank account or credit card, you will see it appear in your saved payment options. Locate and click the link at the bottom that says, "You may setup AutoPay by clicking here". Click the word "here".

Saved Payment Methods

Manage your Payment Methods

[+ Add New Credit/Debit Card](#)

[+ Add New Bank](#)

Date/Time Added (CST)	Summary	
6/26/2020	 056008849 / XXXXXXXXXXX1234 ★ Your Default Bank Name - Test Bank	Edit Delete History



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

- Click on "+ New AutoPay Setup".



AutoPay

Manage

[+ New AutoPay Setup](#)

[View Fees Disclosure](#)

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. There is a \$500 limit for credit cards on AutoPay. If your bill is higher than \$500, please sign up using you bank account and routing number.



You are not set up on AutoPay.

You may set up AutoPay by clicking [here](#).

10. Verify that you are selecting the account that you want to sign up for AutoPay. Choose the payment method from the drop down menu to select the bank account or credit card you want sign up with.

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 *

#113630-31250 - VCWW

Invoice Type *

Water & Sanitation

Use this payment method *

Test Bank Checking Account Ending in 1234

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

✓ Save this AutoPay Setup

11. Under AutoPay Status, select “Yes, put me on AutoPay”. Next, click the “Save this AutoPay Setup” button.

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 *

#113630-31250 - VCWW

Invoice Type *

Water & Sanitation

Use this payment method *

Test Bank Checking Account Ending in 1234

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

✓ Save this AutoPay Setup

12. To finalize your enrollment in AutoPay, you must click the “Complete Registration” link that was sent to your email inbox as an email confirmation. Please read and review the terms and conditions before clicking on, “Complete Registration”.



I have read and Agree to the AutoPay Terms and Conditions below. [Complete Registration](#)

Dear VCWW

Thank you for for selecting Ventura County Public Works Agency's automatic payment program on 6/26/2020 2:06:47 PM. [Online Billing Terms and Conditions](#)

To finalize your enrollment in AutoPay, you must click on the link below to verify that you have received this notification and accepted the terms and conditions associated with this service. [Online Billing Privacy Policy](#)

By enrolling in Auto-Pay, you have automatically been invited to go paperless. When you go paperless, you will no longer receive paper statements (unless legally required to do so for your bill type). You may reinstate paper invoicing at any time via your account profile. You will receive a Paperless Confirmation email, if you wish to go paperless, please confirm by clicking on the "Complete Registration" button. If you prefer not to go paperless, simply do not respond and the invitation will be cancelled.

If you have questions about your account, a recent charge or payment, please send email to wscs@ventura.org.

Please Note: To ensure delivery of account related email notifications, please add no-reply@invoicecloud.net to your safe senders list.

Sincerely,

Ventura County Public Works Agency

I have read and Agree to the AutoPay Terms and Conditions below. [Complete Registration](#)







13. Once you click the link, you will see the confirmation that says. “AutoPay Registration Complete”

AutoPay Registration Completed

You have successfully completed the AutoPay Registration Confirmation process. You may close this window at any time and return to what you were doing.

14. Log into your InvoiceCloud account and verify that your account is registered for AutoPay by making sure there is a green check mark next to "AutoPay".

Services

	AutoPay	
	Paperless	 EDIT
	Pay By Text	 EDIT