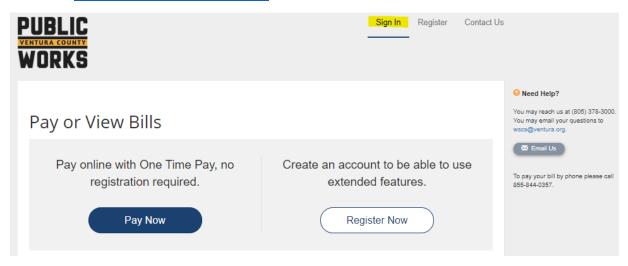
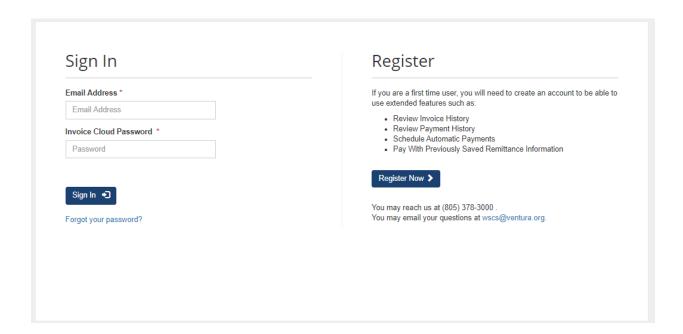


How to Sign Up for Autopay with InvoiceCloud

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

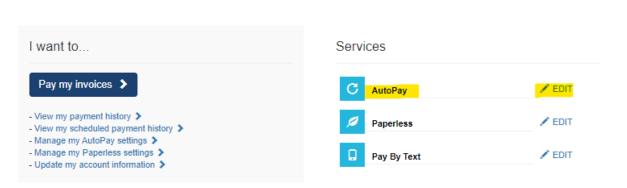


2. Login to your InvoiceCloud Account by entering your email and InvoiceCloud password.

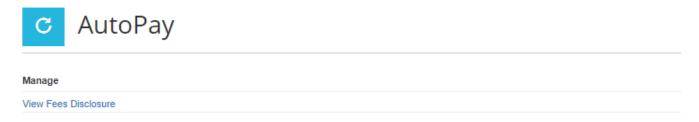


3. Under "Services", locate the Autopay option and click the "Edit" button.

Your Account at a glance

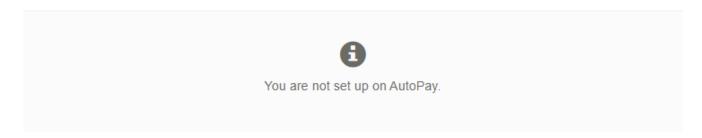


4. If you have made a payment with InvoiceCloud before your payment information could be saved on your account. If you haven't or if you want to use a different payment method click on the option to add a payment method.



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.

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



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

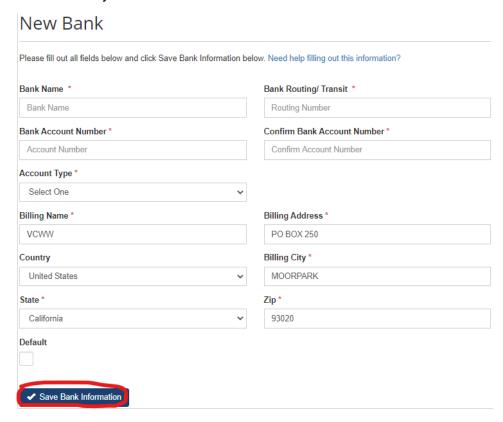
Manage your Payment Methods		
+ Add New Credit/Debit Card + Add New Bank		

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".



8. 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



- C You have accounts that are not set up for AutoPay. You may setup AutoPay by clicking here
 - 9. Click on "+ New AutoPay Setup".



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.



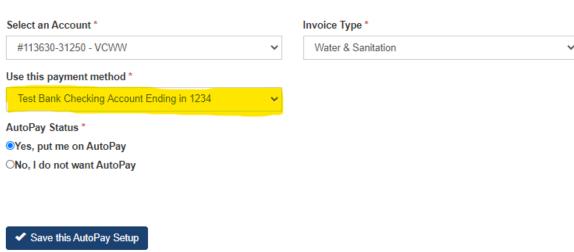
You are not set up on AutoPay.

You may set up AutoPay by clicking here.

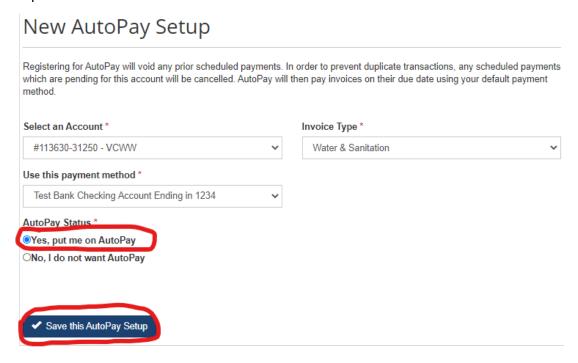
10. Verify that you are selecting the account that you want to sign up for AutoPay. Choose the payment method from the drop down menu to select the bank account or credit card you want sign up with.

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.



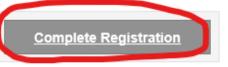
11. Under AutoPay Status, select "Yes, put me on AutoPay". Next, click the "Save this AutoPay Setup" button.



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.



Online Billing Terms and

Online Billing Privacy Policy

Conditions

Dear VCWW

Thank you for for selecting Ventura County Public Works Agency's automatic payment program on 6/26/2020 2:06:47 PM.

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.

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".

