

# HOW TO REGISTER FOR ONLINE/RECURRING E-CHECK ACCOUNT

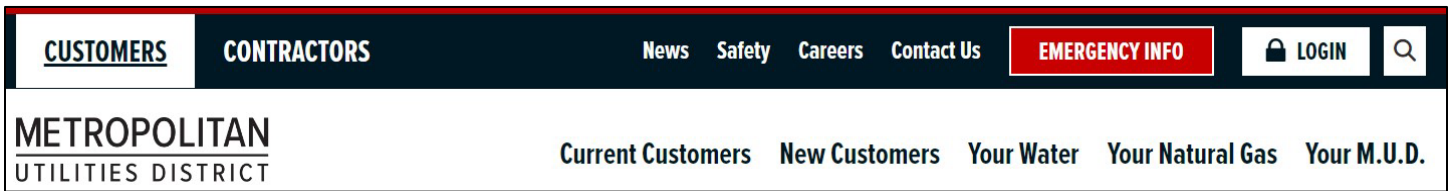
Please follow the instructions below to register for your Online/Recurring E-Check account.

To complete the registration, you will need the last four digits of the social security number or tax I.D. number of the primary account holder and your M.U.D. account number\* located on your current billing statement.

\*New customers will receive an account number via a confirmation email or by calling Customer Service.

## FIRST – REGISTER ONLINE:

1. On the main page, click **LOG IN** on the right side of the menu bar.



2. Select **New User Registration**.

The image shows a registration form with two input fields on the left: 'Username / Email' and 'Password'. Below the 'Password' field is a teal 'LOGIN' button. On the right side of the form, there are four teal buttons stacked vertically: 'NEW USER REGISTRATION' (which is highlighted with a blue border), 'ONE TIME PAYMENT', 'RESET PASSWORD', and 'FORGOT / CHANGE USERNAME'.

3. Enter **Account Number/Primary Account Holder's SSN EIN (last four digits)**, click "I'm not a robot" and **Next**.

The image shows a form titled 'Create a New Online Account (All fields are mandatory)'. At the top, there are two dark blue buttons: 'Account Number' and 'SSN / EIN (last 4 digits)'. Below these is a reCAPTCHA section with a checkbox labeled 'I'm not a robot', the reCAPTCHA logo, and links for 'Privacy - Terms'. At the bottom of the form are two light gray buttons: 'Next' and 'Back'.

4. Enter requested information, click “I agree to the Terms of Service and Privacy Policy” and click Submit.

Create a New Online Account (All fields are mandatory)

*First Name* *Last Name*

*Enter Password* *Confirm Password*

*Email Address*

*Confirm Email Address*

I agree to the Terms of Service and Privacy Policy.

Submit

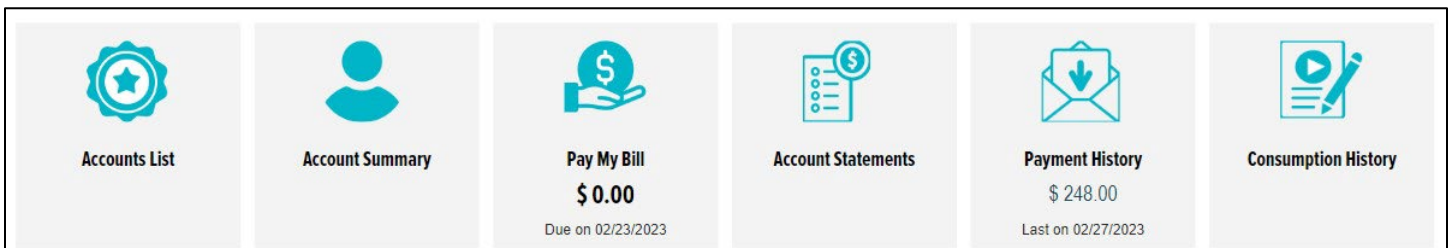
Clear

Back

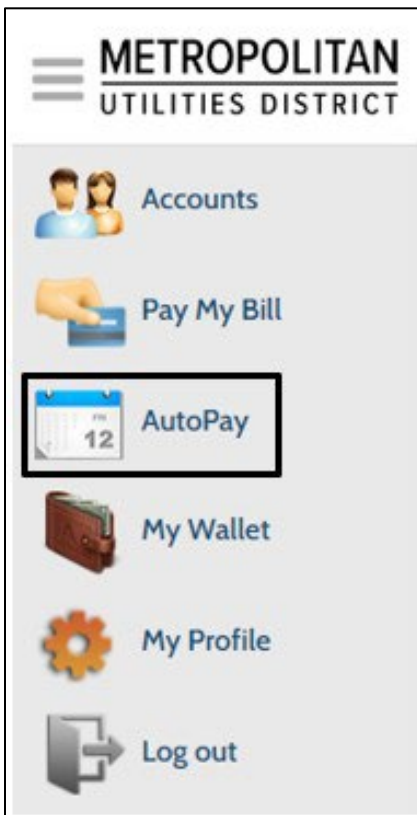
5. To activate your account, please click on the link in the email that has been sent to you. Once you access the link, you will be prompted to login with your user-ID and password. NOTE: If the activation email is not in your inbox, check the spam folder.

### SETTING UP RECURRING E-CHECK:

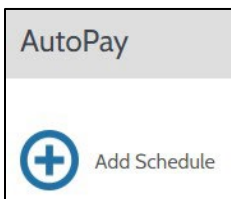
1. Log into your M.U.D. account.
2. Select the Pay My Bill tab.



3. On the left side, select AutoPay and follow the requested prompts:



4. Click Add Schedule.




5. Select or verify the M.U.D. account number is correct and click Continue.



**6. First time setting up a Payment Method, click Continue or Add New.**

Create New AutoPay > Utility Bill #

Payment Method

 Add new

Back Continue


How to set up AutoPay


1. Select the account number
2. Choose your preferred payment method
3. Select "Confirm Schedule"


**7. When adding a new Payment Method, click Add New.**

Payment Method


My Wallet

 \*\*\*\*\*

 \*\*\*\*\*

 \*\*

Add a Payment Method

 Add new

Back Continue

8. Select Payment Method, complete the fields, click “I authorize payment and agree to the Payment Authorization Terms” and click Add.

### Add Payment Method

Credit Debit E-Check Digital Wallets

VISA MasterCard DISCOVER

Card Number CVV ⓘ

Expiration Date

Card Holder Name

[Read the Payment Authorization Terms in a new window](#)

I authorize payment and agree to the Payment Authorization Terms

9. After Payment Method created, select the payment and click Continue.

### Payment Method

#### My Wallet

VISA \*\*\*\*\*

MasterCard \*\*\*\*\*

echeck \*\*

#### Add a Payment Method

Add new

The Frequency will automatically be selected to the bill amount withdraw on the due date.

**NOTE UNDER ATTENTION:** Previously due balances will be processed for payment today. It means any past due billed amount will automatically withdraw from the bank account the same day you set up Recurring E-check payments.

10. Click (only for ACH – select the box, I authorize ACH direct...) and “By selecting the box, you authorize...”

11. Click Create AutoPay.

Payment Details

**Frequency**

Bill amount on the due date

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ATTENTION: Previously due balances will be processed for payment today.

**Payment Amount**

Bill Amount

**Total Amount**

Bill Amount

**Payment Type**

Checking Account

**Routing Number**

\*\*\*\*

**Account Number**

\*\*

[View Authorization Agreement for direct debit payment \(ACH Debit\).](#)

I authorize ACH direct debit payment (ACH Debit).

By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

12. An AutoPay confirmation box will populate, indicating you set up recurring.


Create New AutoPay > Utility Bill # [redacted]

Schedule Created

Confirmation #	8138'
Payment Type	Utility Bill
Account #	
Payment Method	Visa *****
Start Date	Mar 8, 2023
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Total Amount	Bill Amount

[Print](#) [Back to AutoPay](#)

AutoPay


 Utility Bill # [redacted]

Schedule # 8138 [Edit](#)

Frequency  
Bill amount on the due date

Created By: You      Start Date: Mar 8, 2023

Payment Details [Edit](#)

Payment Method:  \*\*\*\*\*      Payment Amount: Bill Amount