# 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.
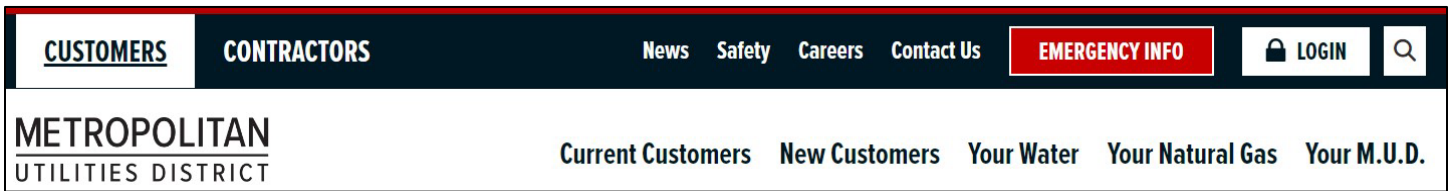
2. Select New User Registration.

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

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


5. To activiate 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:

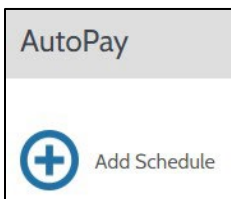**1. Log into your M.U.D. account.**

2. Select the Pay My Bill tab.
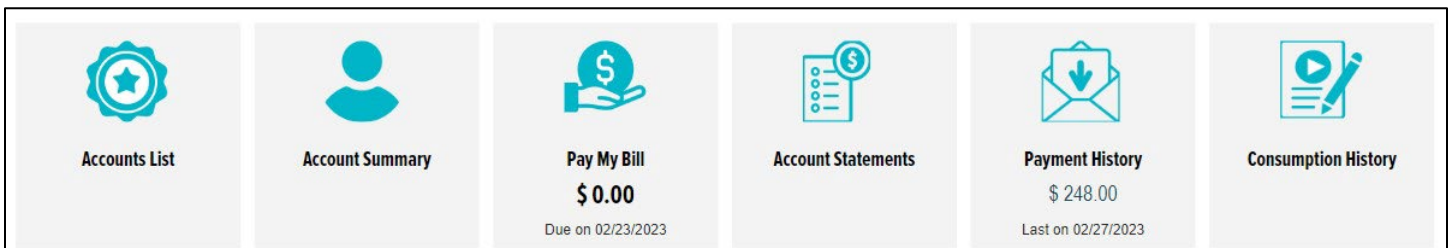
3. On the left side, select AutoPay and follow the requested prompts:
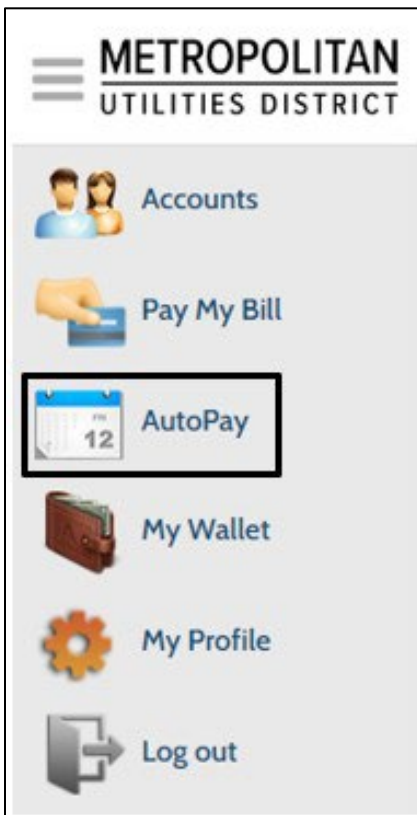
4. Click Add Schedule.

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	How to set up AutoPay
⊕ Add new	1. Select the account number
	2. Choose your preferred payment method
[Back] [Continue]	3. Select "Confirm Schedule"

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

Payment Method

My Wallet

○ VISA ************:

○ MasterCard ************

○ echeck **

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.

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

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

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.

[Back]   [Create AutoPay]

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

Create New AutoPay > Utility Bill #

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 #

Schedule # 8138   ✏ Edit

Frequency
Bill amount on the due date

Created By   Start Date
You   **Mar 8, 2023**

Payment Details   ✏ Edit

Payment Method   Payment Amount
VISA *********   **Bill Amount**

METROPOLITAN
UTILITIES DISTRICT