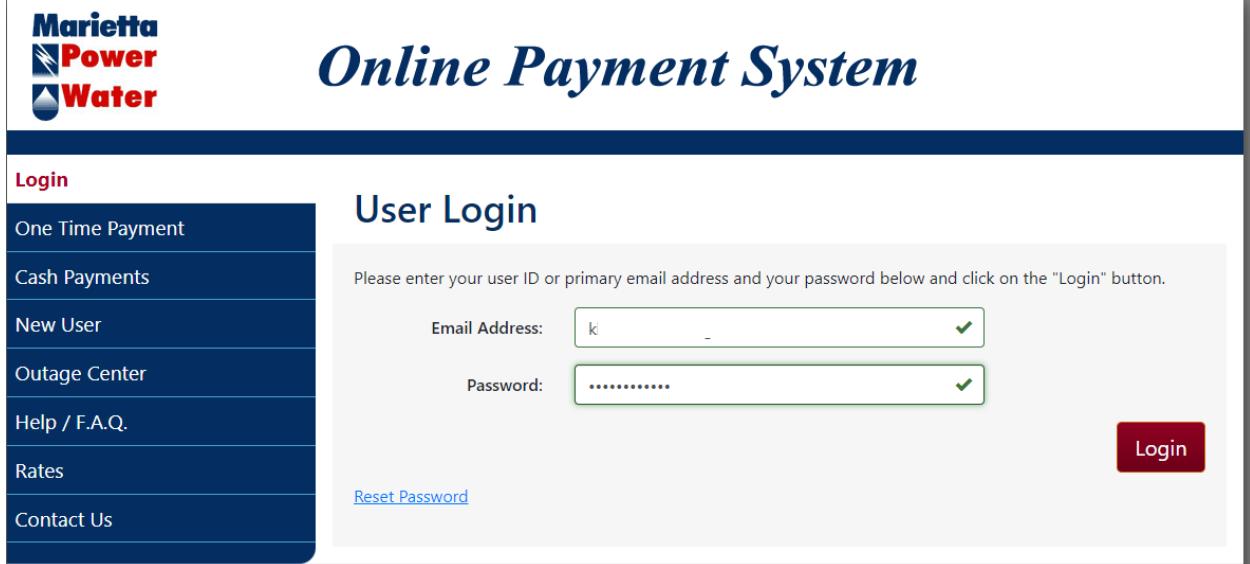


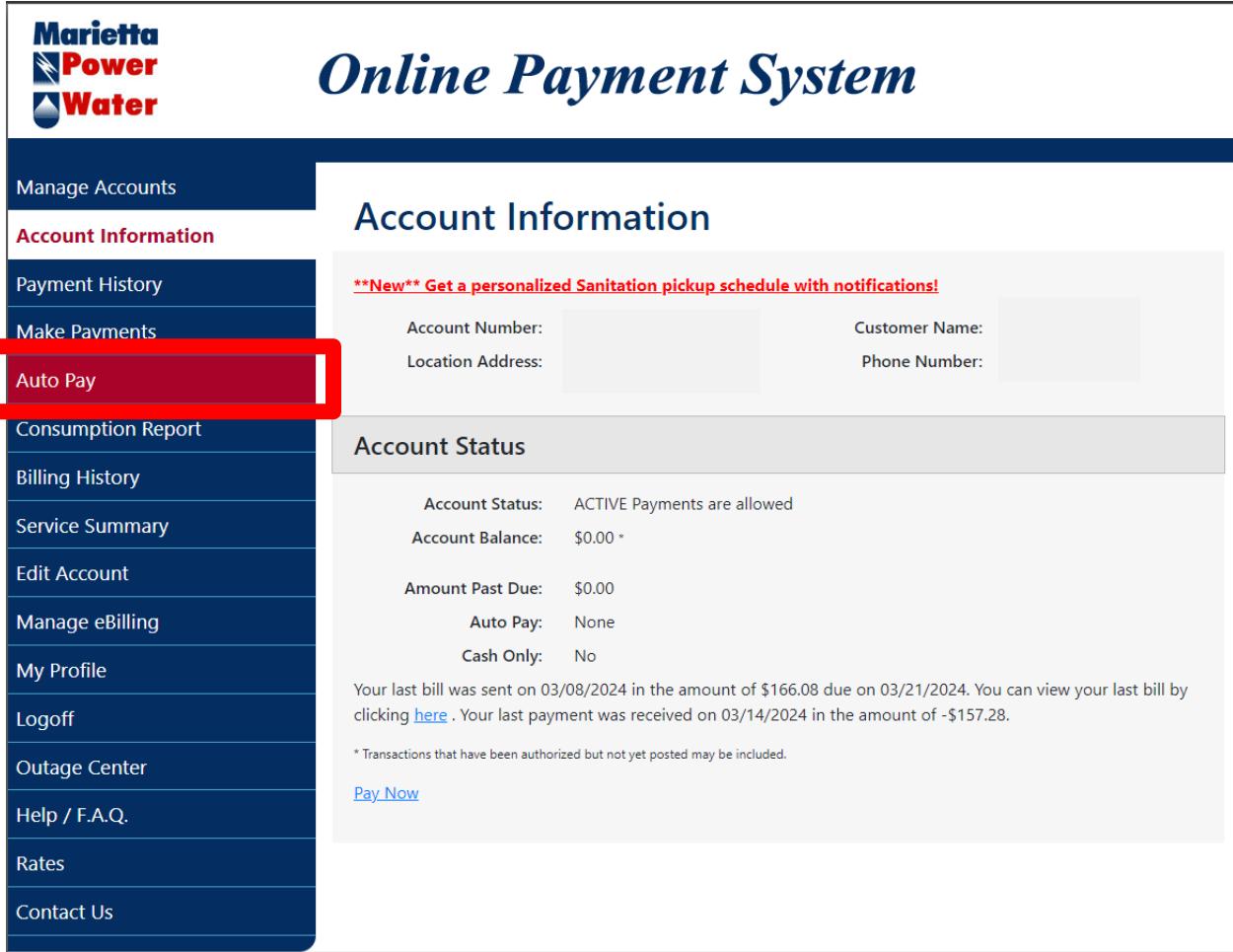
## How do I Enroll into AutoPay:

1. Log into your Account and click Login



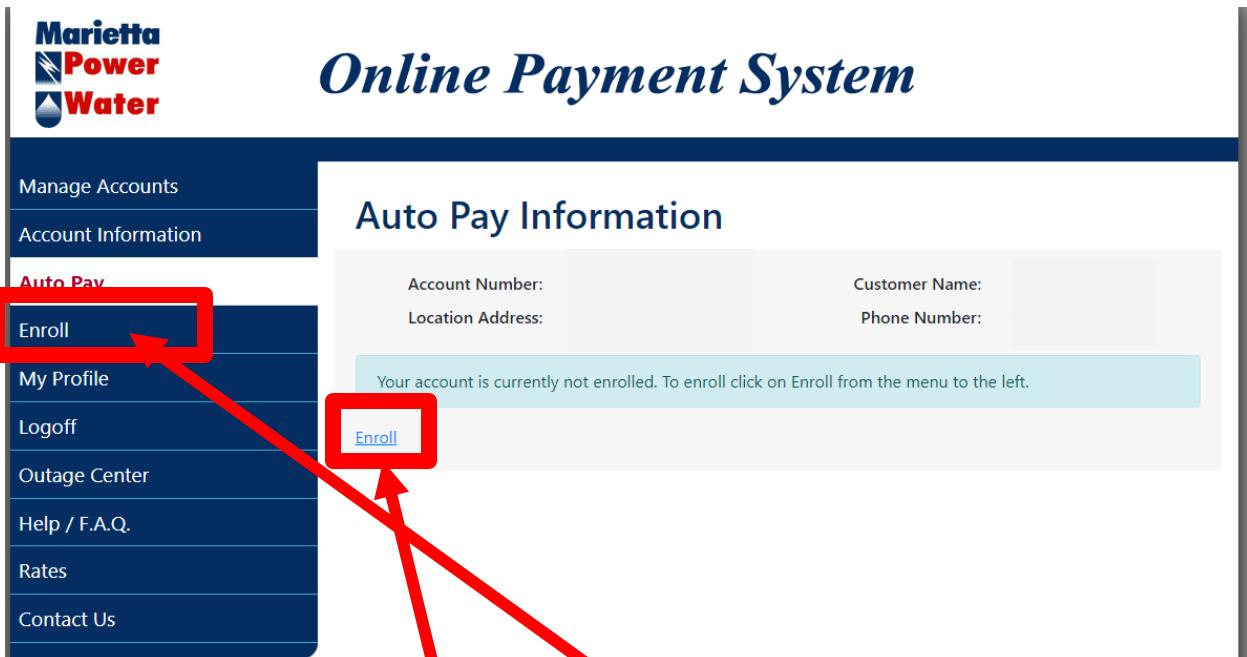
The screenshot shows the Marietta Power Water Online Payment System. At the top, the logo 'Marietta Power Water' is displayed. Below it, the title 'Online Payment System' is centered. On the left, a dark blue sidebar menu lists various options: 'One Time Payment', 'Cash Payments', 'New User', 'Outage Center', 'Help / F.A.Q.', 'Rates', and 'Contact Us'. The main content area is titled 'User Login' and contains a form for entering a user ID or email address and password. Below the form is a 'Reset Password' link. A red 'Login' button is located on the right side of the form. The entire page has a light gray background.

2. Click on Auto Pay:



The screenshot shows the 'Account Information' page of the Marietta Power Water Online Payment System. The left sidebar menu is identical to the previous login page, with the 'Auto Pay' option highlighted by a red box. The main content area is titled 'Account Information' and includes a note: '\*\*New\*\* Get a personalized Sanitation pickup schedule with notifications!'. It has fields for 'Account Number' and 'Location Address' on the left, and 'Customer Name' and 'Phone Number' on the right. Below this is the 'Account Status' section, which shows 'Account Status: ACTIVE Payments are allowed', 'Account Balance: \$0.00 \*', 'Amount Past Due: \$0.00', 'Auto Pay: None', and 'Cash Only: No'. A note at the bottom states: 'Your last bill was sent on 03/08/2024 in the amount of \$166.08 due on 03/21/2024. You can view your last bill by clicking [here](#). Your last payment was received on 03/14/2024 in the amount of -\$157.28.' A small note at the bottom of the status section says: '\* Transactions that have been authorized but not yet posted may be included.' A blue 'Pay Now' button is located at the bottom of the status section. The page has a light gray background.

3. Click on Enroll:



The screenshot shows the Marietta Power Water Online Payment System. The top navigation bar features the Marietta Power Water logo and the text "Online Payment System". The left sidebar contains links for "Manage Accounts", "Account Information", "Auto Pay" (which is highlighted with a red box and has a red arrow pointing to the "Enroll" button on the main page), "My Profile", "Logoff", "Outage Center", "Help / F.A.Q.", "Rates", and "Contact Us". The main content area is titled "Auto Pay Information". It includes fields for "Account Number" and "Customer Name", and "Location Address" and "Phone Number". A message at the bottom states: "Your account is currently not enrolled. To enroll click on Enroll from the menu to the left." A red box highlights the "Enroll" button in the message area, and another red box highlights the "Enroll" link in the sidebar.

a. You can click on either the link or the side bar both will take you to the same spot

4. On the Enrollment screen you may select either Other ACH or Other CC:

## Enrollment

Please choose an item from your wallet or press the 'Other ACH' or 'Other CC' link to enter new tender for AutoPay.

[Other ACH](#)

[Other CC](#)

[Cancel](#)

a. Other ACH – This is to use a checking or saving account

b. Other CC – This is to use a Credit Card

5. When you click on Other ACH you will be required to provide the following information:

- a. Account Holder Name
- b. Account Type – Checking or Savings
- c. Routing Number
- d. Account Number
- e. Billing Street Address
- f. Billing Zip Code

## ACH Information

<b>Account Holder Name *</b>	<b>Billing Street Address *</b>
<input type="text"/>	<input type="text" value="123 Main Street"/>
<b>Account Type *</b> <input checked="" type="radio"/> Checking <input type="radio"/> Savings	<b>Billing City</b> <input type="text"/>
<b>Routing Number *</b> <input type="text" value="123456"/>	<b>Billing State</b> <input type="text"/>
<b>Account Number *</b> <input type="text" value="123456789"/>	<b>* Billing Zip Code</b> <input type="text" value="30060"/>
<b>Confirm Account Number *</b> <input type="text" value="123456789"/>	<b>Phone Number</b> <input type="text"/>
<input type="button" value="Submit"/>	

6. Click Submit

**Submit**

7. You will need to accept the Terms and Conditions by checking the accept box and then click Ok:

## Terms and Conditions

\* = Required

I agree to the terms and conditions outlined herein. I hereby authorize Marietta Power to charge the indicated electronic check for services provided. I agree that this is a Periodic charge that will be made according to my billing cycle, and in order to terminate the recurring billing process I must either terminate the account or submit in writing my request to terminate recurring electronic check authorizations.

I agree not to dispute Marietta Power recurring billing with my electronic check issuer as long as the amount in question was for services rendered.

I guarantee and warrant that I am legal account holder for this electronic check, and that I am legally authorized to enter into this recurring billling agreement with Marietta Power.

By continuing with this enrollment, you agree the merchant may convert future transactions into an Electronic Funds Transfer (EFT) transaction or paper draft, and to debit your account for the amount of the transaction.

Additionally, in the event the draft or EFT is returned unpaid, a service fee, as allowable by law, may be charged to your account via EFT or draft. In the event you choose to revoke the authorization, please do so by contacting the municipality directly. Please note that processing times may not allow for revocation of the authorization.

\* **Accept**

Please select the checkbox to proceed.

**Ok »**

8. If you want to enroll with a Credit Card, click on Other CC:

## Enrollment

Please choose an item from your wallet or press the 'Other ACH' or 'Other CC' link to enter new tender for AutoPay.

[Other ACH](#)

[Other CC](#)

[Cancel](#)

9. You will be required to provide the following information:

- a. Credit Card Number
- b. Expiration Month
- c. Expiration Year
- d. Billing Street Address
- e. Billing Zip Code

## Credit Card Information

Account Holder Name

Credit Card Number \*

Expiration Month \*

Expiration Year \*

Billing Street Address \*

\* Billing Zip Code

**Submit**

10. Click Submit:

**Submit**

11. You will need to accept the Terms and Conditions by checking the Accept Box and clicking Ok:

## Terms and Conditions

\* = Required



I agree to the terms and conditions outlined herein. I hereby authorize Marietta Power to charge the indicated credit card for services provided. I agree that this is a Periodic charge that will be made according to my billing cycle, and in order to terminate the recurring billing process I must either terminate the account or submit in writing my request to terminate recurring credit card authorizations.

I agree not to dispute Marietta Power recurring billing with my credit card issuer as long as the amount in question was for services rendered.

I guarantee and warrant that I am legal card holder for this credit card, and that I am legally authorized to enter into this recurring billing agreement with Marietta Power.

\* **Accept**

Please select the checkbox to proceed.

**Ok »**