

How To Setup Recurring Payments (Autopay)

- 1) Click on the Pay Bill link on our website www.epud.org. to log onto your eBill account.



- 2) Once logged in, click on the “Service My Account” link found on the first screen followed by “Update my Financial Info” on the next screen.

Main Menu

Mailing Address

EPUD
33733 SEAVEY LOOP RD
EUGENE, OR 97405

Customer Number: 20843

View/Pay My Bill

Service My Account

Review Service Requests

Contact Us


Change Mailing Address or Phone Numbers

Request Maintenance of Existing Service

Start or Stop Existing Service

Request a New Service

Update my Financial Info



- 3) You’ll be shown a list of all accounts and any recurring payment setup they might have. To modify any of them, click on the link to “Set up Checking or Savings Account” or “Set up Credit/Debit Card”.

Select the Account/Service for which to Add, Change or Remove automatic bill payments.

Account - Type of Service	Recurring Payment Type	Institution	Account Number	ACH Form Sent	ACH Authorization	ACH Revoked	ACH Auth. Mode
123456 - Electric Set up Checking or Savings Account Set up Credit/Debit Card	None	None					
456789 - Electric Set up Checking or Savings Account Set up Credit/Debit Card	None	None					
987654 - Electric Set up Checking or Savings Account Set up Credit/Debit Card	None	None					

- 4) To add a new bank/card account, click on “Add New”, select the payment type and click the “Submit” button.

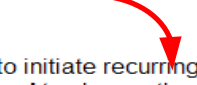
Recurring Payment Information Form

Choose action:

Select 'Add' to initiate recurring payments where not currently set up
 Select 'Change' to change the account from which payments are taken
 Select 'Remove' to stop recurring payments on the account

* **Action:** Add New **Change** Remove


* **Account Type**



- 5) For credit/debit card payments, enter all required card information including the date you would like this to be effective, review the agreement and click on Submit.

Recurring Payment Credit/Debit Card Information:
Fields marked with a * are required.

Please enter the following information in order to set up automated recurring payment with your credit/debit card.

This information will be used to verify the card number. The name you provide must match the name on the credit/debit card as issued. We accept these credit cards: 

Click on Submit when all the information has been entered to process the request.

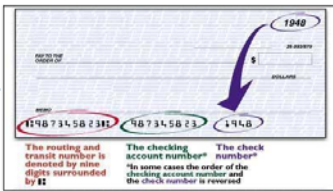
Cardholder Name:
 Address:
 City:
 State:
 Zip:
 * Effective Date:
 * Card Type:
 * Account Number:
 * Expiration Date: /
 * Daytime Phone:
 * E-mail Address:
 Comments:

I (we) hereby authorize Emerald PUD to initiate debit entries to my (our) credit or debit card entered above. I (we) acknowledge that the origination of charges to my (our) credit or debit card account must comply with the provisions of U.S. law. This authorization is to remain in full force and effect until Emerald PUD has received mail, fax or internet notification from me (or either of us) of its termination in such time and in such manner as to afford Emerald PUD opportunity to act on it.

For checking/savings account payments, enter banking information and effective date. Click Submit to complete your setup.

Recurring Payment Information Form
Recurring Payment Bank Account Information:
Fields marked with a * are required.

Please enter the following information in order to set up automated recurring payment by electronic check.
Click on Submit when all the information has been entered to process the request.



Institution:
 Bank Account Holder Name (First Last):
 * Account Number:
 * Routing Number:
 * Bank Account Class:
 Personal Checking
 Personal Savings
 Business Checking
 Business Savings
 * Effective Date:

- 6) The system will confirm that your autopay has been set up. You will also receive an email from ebill@epud.org confirming setup.

- Your bank draft modification request has been received
- Your information has been entered into our system for processing, thank you. We will be in contact with you if any clarifications are necessary.
- This automatic recurring payment will not be effective until the next billing cycle.

Stored Accounts for E-Bill Payments
These accounts can be used for convenience at the time of payment. Your account will not be automatically paid from them.