How to Sign Up for AutoPay

1. Visit InvoiceCloud portal and Sign In
   a. https://www.invoicecloud.com/portal/(S(rbpjulgn5wljlpufrxqt0utu))/2/customerlogin.aspx?billerguid=d3dea8d6-e164-4830-9208-a5f32cd7d536

2. Click AutoPay.

3. If no payment accounts have been set up, you will need to set them up by clicking the blue letters Please add a new Payment Method before signing up for AutoPay by clicking here.

4. Click to add account for auto debit.
   a. Note: To avoid the 2.95% service fee, you must set up AutoPay from a Bank account to have the payment debited from a checking or savings account. All Credit/Debit Cards are charged the 2.95% service fee by our merchant processor.
   b. Note: All one-time payments incur the 2.95% service fee regardless if they are debited from a checking or savings account.

5. Enter all fields for account information. Example below represents adding a new bank account.
   a. Click Save Bank Information

New Bank

Please fill out all fields below and click Save Bank Information below. Need help filling out this information?

Bank Name *
OLD NATIONAL BANK

Bank Routing/ Transit *
086300012

Bank Account Number *
123456789

Confirm Bank Account Number *
123456789

Account Type *
Personal - Checking

Billing Name *
JOHN DOE

Billing Address *
1234 SYCAMORE ST

Country
United States

Billing City *
SYCAMORE

State *
Illinois

Zip *
60178

☐ **Default**

✔ Save Bank Information

6. Shows your account information you just added. Click at the bottom where is says You have accounts that are not set up for AutoPay. You may set up AutoPay by clicking here.

Saved Payment Methods

Manage your Payment Methods

✚ Add New Credit/Debit Card
✚ Add New Bank

Summary	Date/Time Added (CST)	
🏛 086300012 / XXXXX6789 ★ Your Default Bank Name - OLD NATIONAL BANK	6/12/2024	Edit Delete History

↻ You have accounts that are not set up for AutoPay. You may setup AutoPay by clicking here

7. Click New AutoPay Setup or the "here" at the bottom of the screen.

AutoPay

Manage

+ New AutoPay Setup

View Fees Disclosure

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.
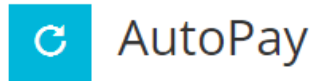
ⓘ

You are not set up on AutoPay.

You may set up AutoPay by clicking here.

8. Confirm information. Click Save this AutoPay Setup.

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.

Select an Account *

| #012345 | ⌄ |

Invoice Type *

| Utility | ⌄ |

Use this payment method *

| OLD NATIONAL BANK Checking Account Ending in 678 | ⌄ |

AutoPay Status *

🔘 **Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Terms and Conditions.**

⚪ **No, I do not want AutoPay**

Standard service fees may be applied if applicable. Please view our Fees Disclosure for more information.

By pressing the button below, I agree and understand that this authorization will remain in full force and effect until I notify **City of Sycamore IL** in writing to acctrec@cityofsycamore.com or by calling (815) 899-1386 that I wish to revoke this authorization. I understand that **City of Sycamore IL** requires at least 2 business days prior notice in order to cancel this authorization.

✔ Save this AutoPay Setup