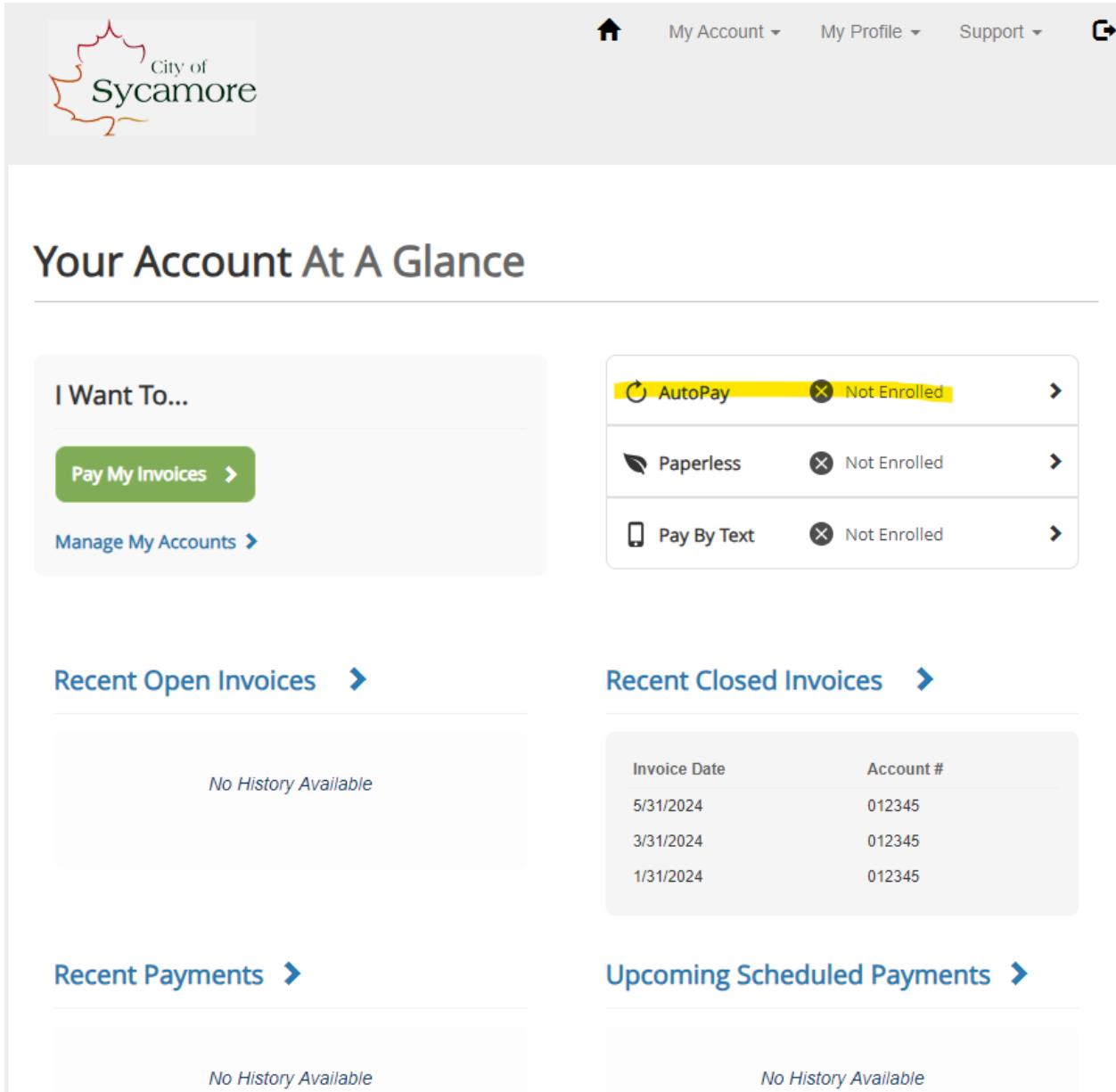


## How to Sign Up for AutoPay

1. Visit InvoiceCloud portal and Sign In
  - a. [https://www.invoicecloud.com/portal/\(S\(rbpjulgn5wljlpufrxqt0tu\)\)/2/customerlogin.aspx?billerguid=d3dea8d6-e164-4830-9208-a5f32cd7d536](https://www.invoicecloud.com/portal/(S(rbpjulgn5wljlpufrxqt0tu))/2/customerlogin.aspx?billerguid=d3dea8d6-e164-4830-9208-a5f32cd7d536)
2. Click AutoPay.



The screenshot shows the City of Sycamore InvoiceCloud portal. At the top, there is a navigation bar with a house icon, 'My Account', 'My Profile', 'Support', and a sign-in icon. The main header is 'Your Account At A Glance'. On the left, there is a section titled 'I Want To...' with buttons for 'Pay My Invoices' and 'Manage My Accounts'. On the right, there is a section titled 'AutoPay' which is currently 'Not Enrolled'. Below that are 'Paperless' and 'Pay By Text' options, both also marked as 'Not Enrolled'. Further down, there are sections for 'Recent Open Invoices' (which shows 'No History Available') and 'Recent Closed Invoices' (which lists three entries: 5/31/2024, 012345; 3/31/2024, 012345; and 1/31/2024, 012345). At the bottom, there are sections for 'Recent Payments' (No History Available) and 'Upcoming Scheduled Payments' (No History Available).

**AutoPay** Not Enrolled

Recent Open Invoices

No History Available

Recent Closed Invoices

Invoice Date	Account #
5/31/2024	012345
3/31/2024	012345
1/31/2024	012345

Recent Payments

No History Available

Upcoming Scheduled Payments

No History Available

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.



## AutoPay

[Manage](#)

[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.

 [Please add a new Payment Method before signing up for AutoPay by clicking here.](#)



You are not set up on AutoPay.

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.

## Saved Payment Methods

[Manage your Payment Methods](#)

 [Add New Credit/Debit Card](#)

 [Add New Bank](#)



You don't have any saved payment methods.

You may add a new Credit/Debit Card by clicking [here](#).

You may add a new Bank by clicking [here](#).

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?](#)

<b>Bank Name *</b>	<b>Bank Routing/ Transit *</b>
<input type="text" value="OLD NATIONAL BANK"/>	<input type="text" value="086300012"/>
<b>Bank Account Number *</b>	<b>Confirm Bank Account Number *</b>
<input type="text" value="123456789"/>	<input type="text" value="123456789"/>
<b>Account Type *</b>	
<input type="text" value="Personal - Checking"/>	
<b>Billing Name *</b>	<b>Billing Address *</b>
<input type="text" value="JOHN DOE"/>	<input type="text" value="1234 SYCAMORE ST"/>
<b>Country</b>	<b>Billing City *</b>
<input type="text" value="United States"/>	<input type="text" value="SYCAMORE"/>
<b>State *</b>	<b>Zip *</b>
<input type="text" value="Illinois"/>	<input type="text" value="60178"/>
<input type="checkbox"/> Default	
<b>✓ Save Bank Information</b>	

6. Shows your account information you just added. Click at the bottom where it 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	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">History</a>



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**

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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

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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 \***

**Invoice Type \***

**Use this payment method \***

**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](mailto: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](#)