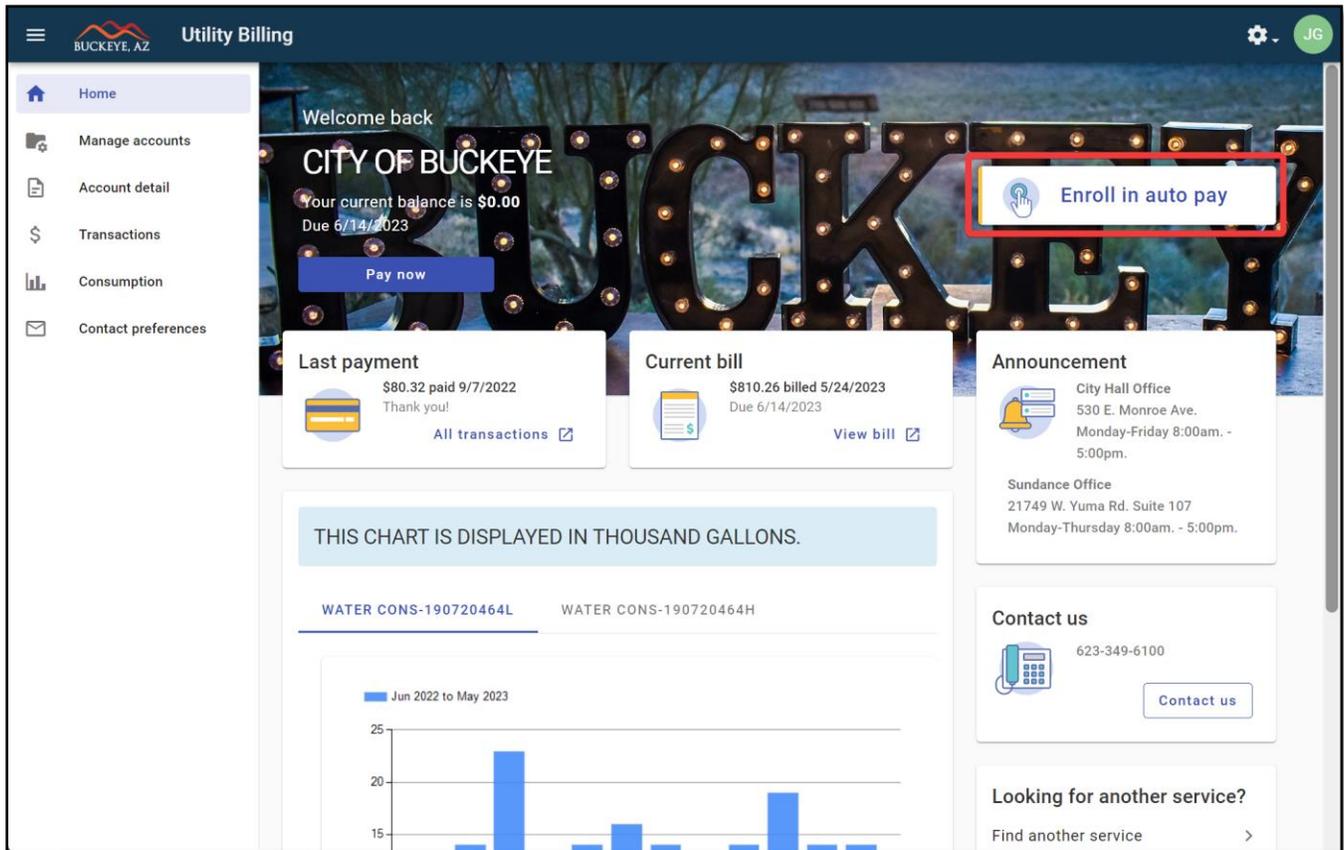


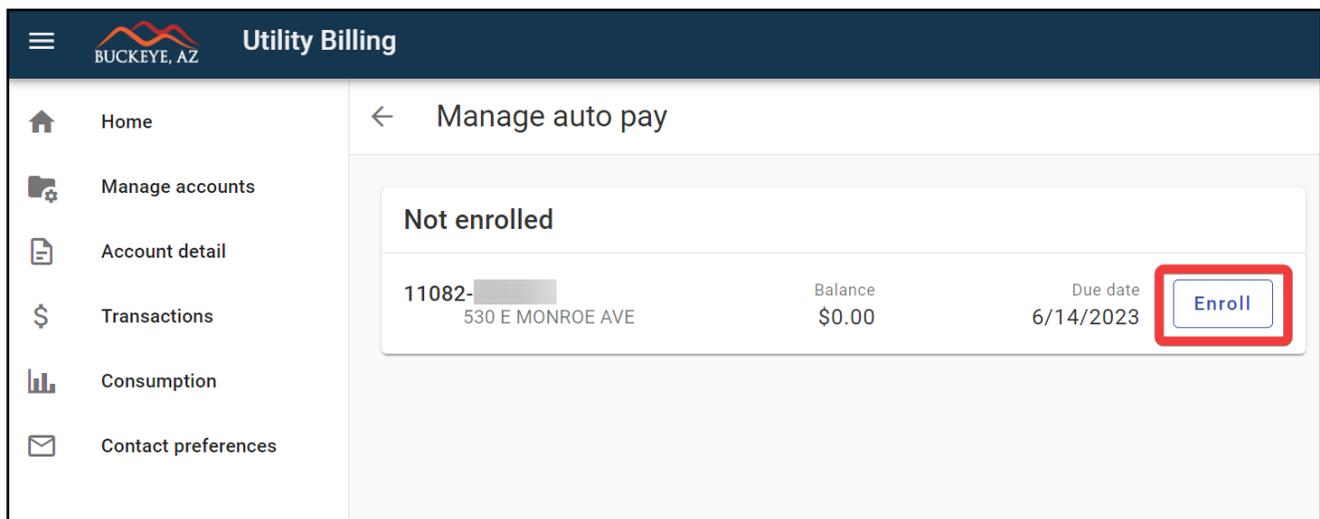
[City of Buckeye Resident Access Utility Portal](#)

Select “**Enroll in auto pay**” to set up automatic payments using either eCheck or Credit Card payment methods.

Note: if you are not currently enrolled the button will say “**Enroll**” if you are enrolled in an automatic payment method the button will say “**Manage auto pay**”

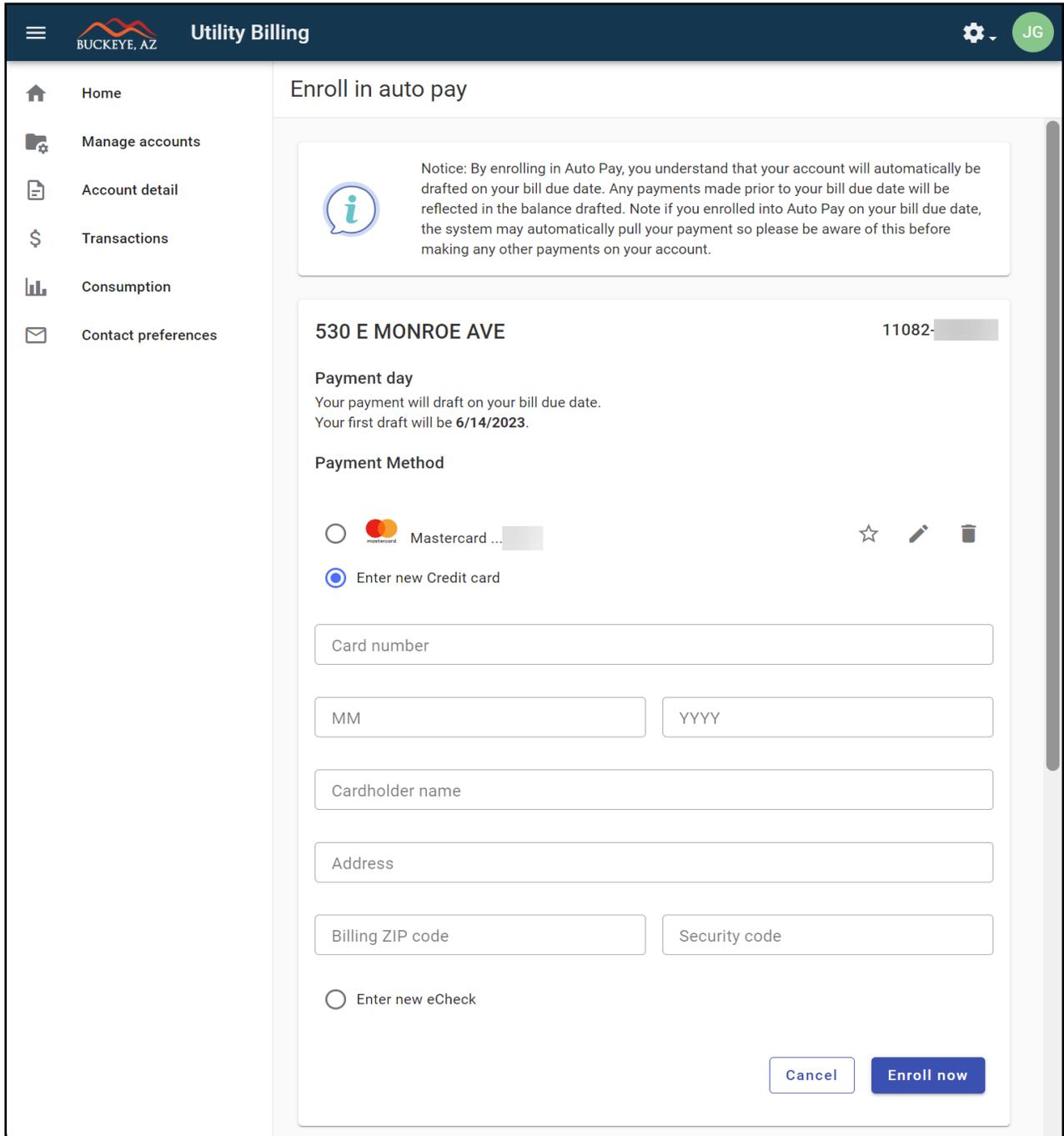


The next screen will allow you to select the desired account(s) you wish to enroll in auto pay.



The next screen will allow you to select a payment method. Auto Pay by eCheck will allow for less account maintenance as you will not need to update automatic payments when your card expires or needs to be replaced. If you have used a card for one time payment it will be listed in the available choices at the top.

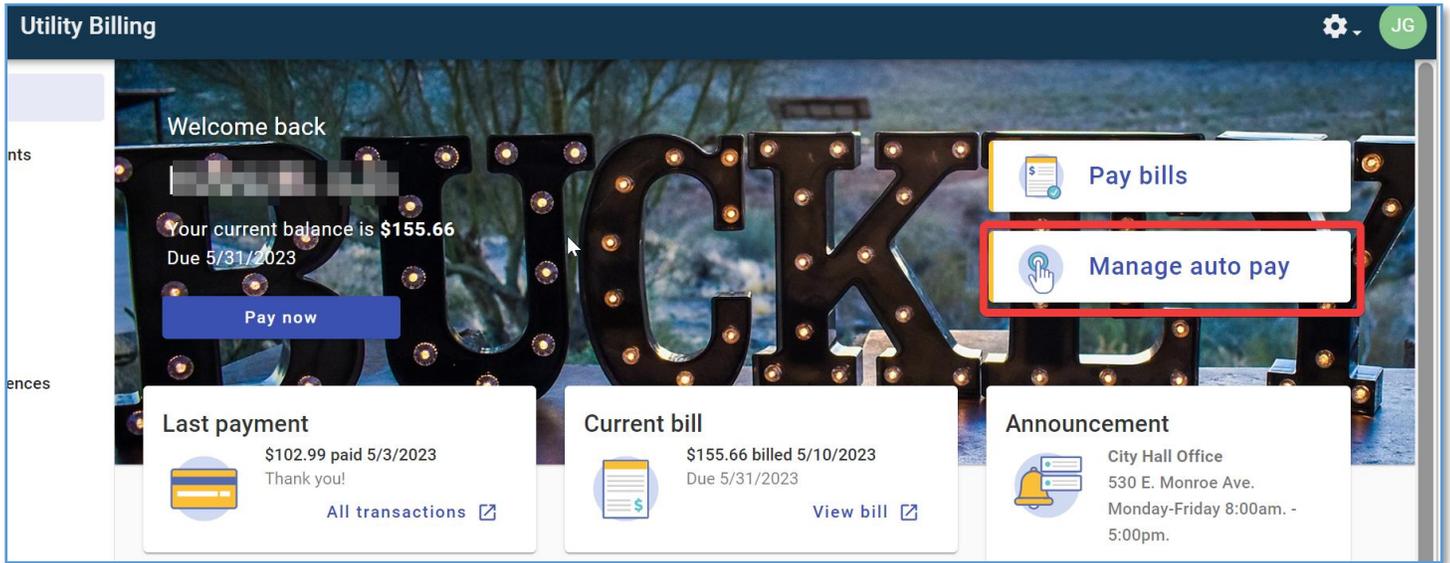
Note: if you were enrolled in auto pay with our previous payment processor you will need to enter your CVV number on the card to enroll with our new payment processor.



The screenshot shows a web interface for enrolling in auto pay. The header includes the BUCKEYE, AZ logo and 'Utility Billing' text. A navigation menu on the left lists: Home, Manage accounts, Account detail, Transactions, Consumption, and Contact preferences. The main content area is titled 'Enroll in auto pay' and contains a notice box with an information icon and text: 'Notice: By enrolling in Auto Pay, you understand that your account will automatically be drafted on your bill due date. Any payments made prior to your bill due date will be reflected in the balance drafted. Note if you enrolled into Auto Pay on your bill due date, the system may automatically pull your payment so please be aware of this before making any other payments on your account.' Below the notice, the address '530 E MONROE AVE' is displayed with a zip code '11082-'. The 'Payment day' section states: 'Your payment will draft on your bill due date. Your first draft will be 6/14/2023.' The 'Payment Method' section has two radio buttons: 'Mastercard ...' (unselected) and 'Enter new Credit card' (selected). Below these are input fields for 'Card number', 'MM', 'YYYY', 'Cardholder name', 'Address', 'Billing ZIP code', and 'Security code'. At the bottom, there is a radio button for 'Enter new eCheck' and two buttons: 'Cancel' and 'Enroll now'.

Upon successful completion you will receive confirmation for your records.

Once enrolled, you will now be able to “Mange auto pay” at any time by accessing your RA Utility Account.



When clicking the three dots menu, you will have the ability to Update payment info, Postpone Auto Pay, or Cancel Auto Pay. If you do have an additional account that is not enrolled in auto pay they will be listed in the bottom section window.

