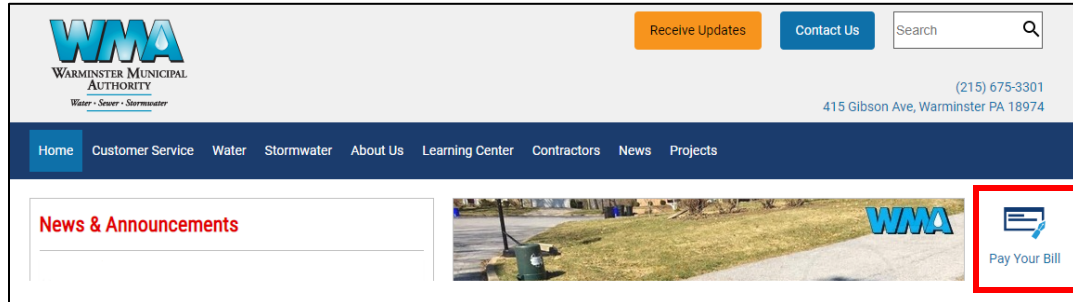
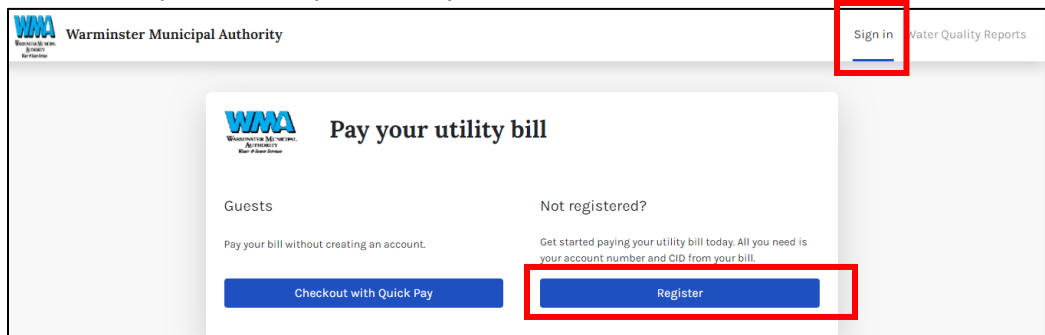


# ENROLL IN RECURRING/AUTOPAY PAYMENTS

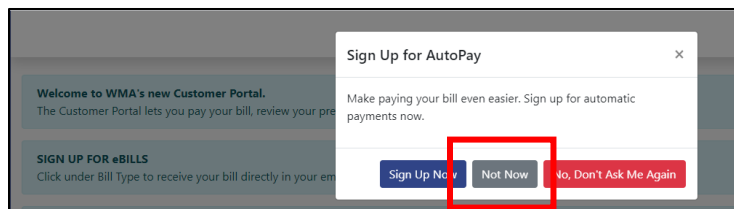
1. Log into you Customer Portal on the WMA website: <https://www.warminsterauthority.com/>
  - a. Click on the “Pay Your Bill” icon



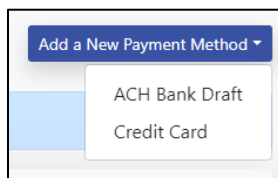
- b. Enter your email and password to log into your Customer Portal Account.
  - i. If you haven't setup an account yet, click on “Register”. Use your 10-digit account number and your CID# as printed on your bill to create a Portal account.



2. Upon successful Log-in, click “Sign Up Now” on the AutoPay prompt.
  - a. If you don't get a prompt, move to Step 5.



3. Create a Payment Method to use for the recurring payments.
  - a. Click on “Add a New Payment Method” and choose:
    - i. ACH Bank Draft – No processing fees
    - ii. Credit Card – **3% PROCESSING FEE**



- b. Enter the required information to setup your chosen payment method.

4. Your entered Payment Methods will be listed in the Portal, but they are NOT setup for AutoPay yet.

Payment Methods Add a New Payment Method

Payment Method Page Message

Saved Payment Methods

Nickname	Type	Account	Used for AutoPay	
Test CC	Credit Card	Visa ending in 0031	No	

5. Click on “Home” on the top of the screen to return to the list of your WMA Accounts.



6. Click on “Menu” to the right of the Account #.

My Accounts

Account List Menu

Total Balance for All Accounts: **\$4.00** Pay All Now

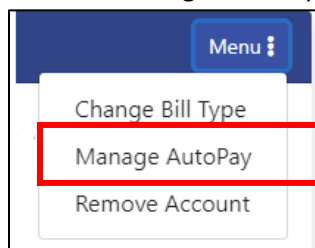
**Account #00000000-0** Menu

WMA Amount Due: \$0.00  
1277 OLD YORK RD Due Date: N/A  
WARMINSTER, PA 18974

Services: No Services  
Bill Type: Paper; Traditional Mail

View Details Pay Now

- a. Choose “Manage AutoPay”.



7. Select the Payment Method to use for AutoPay.
  - a. **AUTO-PAY WILL ONLY WORK FOR FUTURE DUE DATES.** If your bill is past due, or your due date is today, you must submit a payment separately.
  - b. If you have no Saved Payment Methods, return to Step 3.

**AutoPay Settings**

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
000000000-0 WMA 1277 OLD YORK RD WARMINSTER, PA 18974	Not Enrolled

- c. Select the Payment Date for your Recurring Payment.
  - i. Choose any date of the month if a specific day is required.
  - ii. Choose Due Date (end of list) to have the payment applied on each bill's DUE DATE.

Linked Accounts	AutoPay Payment Method
000000000-0 WMA 1277 OLD YORK RD WARMINSTER, PA 18974	Test CC
	Pay on the...

- d. Click the "I agree" button at the bottom of the screen to save your selections.

8. Verify all accounts are properly setup for Auto Pay by clicking the drop down on the upper right of the screen.

WMA  
WARMINSTER MUNICIPAL AUTHORITY  
Water & Sewer Service

Welcome to WMA's new Customer Portal.  
The Customer Portal lets you pay your bill, review your previous bills and see your usage details.

- a. Payment Methods – returns to Saved Payment Methods. Selected method now indicates Auto Pay has been setup.

Saved Payment Methods			
Nickname	Type	Account	Used for AutoPay
Test CC	Credit Card	Visa ending in 0031	Yes

- b. Auto Pay Settings – returns to Auto Pay screen and your Payment Method and Payment Dates are now filled in with your selections. You can make changes here at any time PRIOR to your next due date.

Linked Accounts	AutoPay Payment Method
000000000-0 WMA 1277 OLD YORK RD WARMINSTER, PA 18974	Test CC
	due date