



How to Setup Auto Pay

➤ Proceed to <https://ipn2.paymentus.com/cp/tvwd>

➤ Login to your account

Login

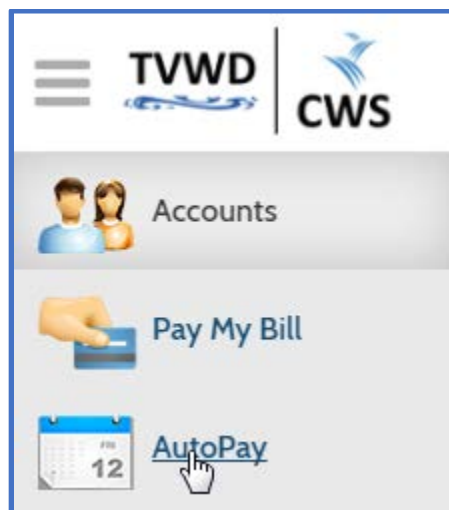
Email
someone@example.com

Password
Password

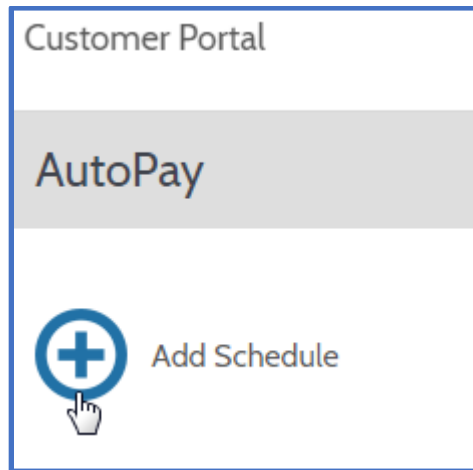
Don't have an account [Register Now](#)

Login [Forgot your password?](#)

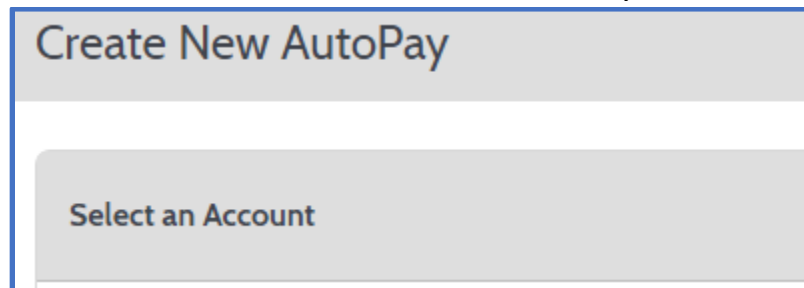
➤ On the left side of the web page Click on Auto Pay



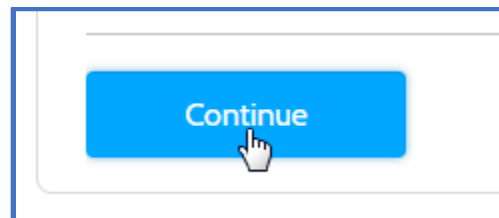
➤ Click Add Schedule



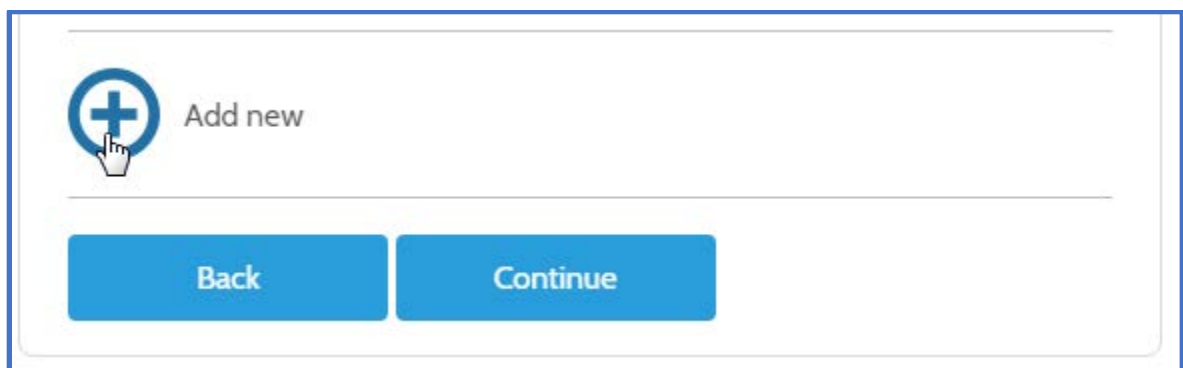
➤ Select your account. This information should match from your initial registration setup.



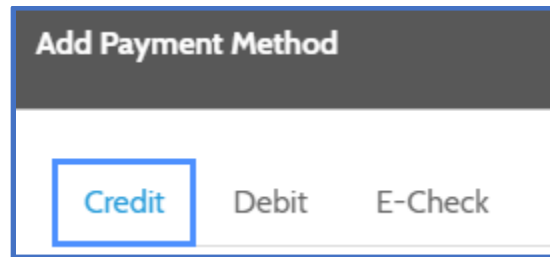
➤ Click Continue



➤ Click on Add new

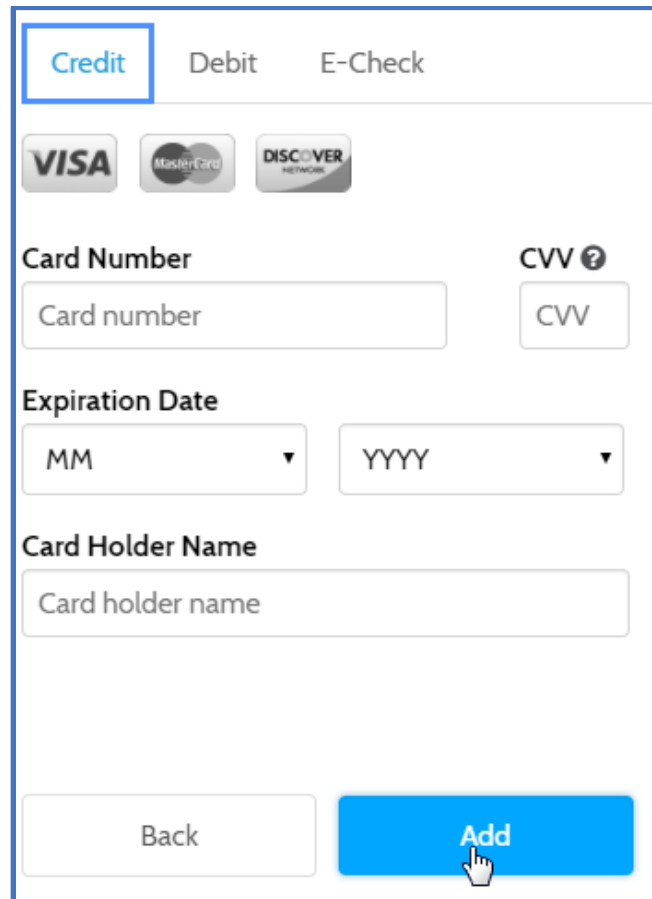


- There are 3 options for adding a payment method, Credit, Debit, or E-Check.



The screenshot shows a form titled "Add Payment Method" with a dark header. Below the header, there are three tabs: "Credit", "Debit", and "E-Check". The "Credit" tab is highlighted with a blue border and a blue underline.

- For Credit, fill in your Card Number, CVV, Expiration Date, & Card Holder Name, then click Add.



The screenshot shows the "Add Payment Method" form with the "Credit" tab selected. At the top, there are three tabs: "Credit", "Debit", and "E-Check". Below the tabs, there are three logos: VISA, MasterCard, and DISCOVER NETWORK. The form contains the following fields:

- Card Number:** A text input field with the placeholder "Card number".
- CVV:** A text input field with the placeholder "CVV" and a help icon (question mark).
- Expiration Date:** Two dropdown menus. The first is labeled "MM" and the second is labeled "YYYY".
- Card Holder Name:** A text input field with the placeholder "Card holder name".

At the bottom of the form, there are two buttons: a "Back" button and a blue "Add" button with a mouse cursor pointing to it.

- For Debit, fill in your Card Number, CVV, Expiration Date, & Card Holder Name, then click Add.

- For E-Check, Select Account Type, fill in your Routing Number, Account Number, Bank Name, & Name on account. Select the "I authorize" and then click Add.

- Your Frequency is defaulted to, “On the due date of each bill”. You may choose either email or SMS (text) for Schedule Notification. You can also set a reminder in advance of a scheduled payment. Options of Do not remind me, Remind me 2 days, 3 days or 4 days are available.

- Once you are done, Click Confirm Schedule.
- You have now setup your Auto Pay. It should look similar to this...


Schedule # 3152264 [Edit](#)

Frequency
On the due date of each bill

Created By
You

Start Date
2017-08-16


Payment Details [Edit](#)

Payment Method
 *****5454

Amount
Bill Amount

Notification Details

Notify Me by
Email

Preview


- You made edit this at any time, by selecting Edit next to your Schedule #
- Editing your Schedule will also allow you to Remove Scheduled Auto Pays, if you no longer wish to be on Auto Pay.


Schedule Details ×


Frequency

On the due date of each bill

Please note that a payment for the amount on the bill will be processed on the due date up to the maximum amount.

Schedule Notification Preferences ?

Receive email notification 

Receive SMS notification 

Remind me 2 days ▼ in advance of a scheduled payment