

Dear Valued Customer:

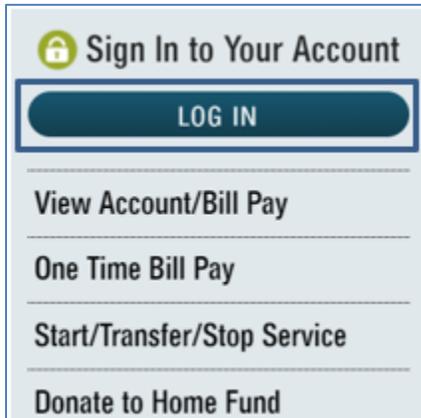
Please follow the instructions below to register for your M.U.D. Online / Recurring E-Check account.

To complete the registration, you will need your last four digits of the social security number or tax I.D. number of the primary account holder and your M.U.D. account number located on your current billing statement.

- New customers will receive an account number via confirmation email or by calling Customer Service.

First - Register Online:

On the main page, click - LOG IN



The screenshot shows a menu titled "Sign In to Your Account" with a house icon. The "LOG IN" button is highlighted with a blue border. Below it are links for "View Account/Bill Pay", "One Time Bill Pay", "Start/Transfer/Stop Service", and "Donate to Home Fund".

Select - New User Registration



The screenshot shows a registration menu with "New User Registration" highlighted in blue. Other options include "One Time Payment", "Reset Password", and "Forgot / Change Username". On the left, there are input fields for "Username / Email", "Password", and a "Login" button.

Enter Account Number / Primary Account Holder's SSN / EIN (last four digits), click I'm not a robot, and click Next.



The screenshot shows a form titled "Create a New Online Account (All fields are mandatory)". The "Account Number" and "SSN / EIN (last 4 digits)" fields are highlighted. Below them is a reCAPTCHA "I'm not a robot" checkbox, a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text, and a refresh button. At the bottom are "Next" and "Back" buttons.

Enter Requested Information, click - I agree to the Terms of Service and Privacy Policy and click Submit.

Create a New Online Account (All fields are mandatory)

I agree to the [Terms of Service](#) and [Privacy Policy](#).

Go to your email. M.U.D. will send an activation email - click the link to sign in to your new account.
 NOTE: If the activation email is not in your inbox, check the spam folder.

Setting Up Recurring E-Check:

Log into your M.U.D. Account.

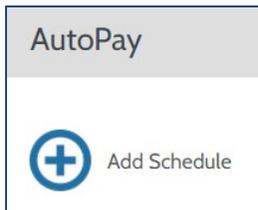
Select the 'Pay My Bill' tab



On the left side, select – 'AutoPay' and follow the requested prompts:



Click - Add Schedule.



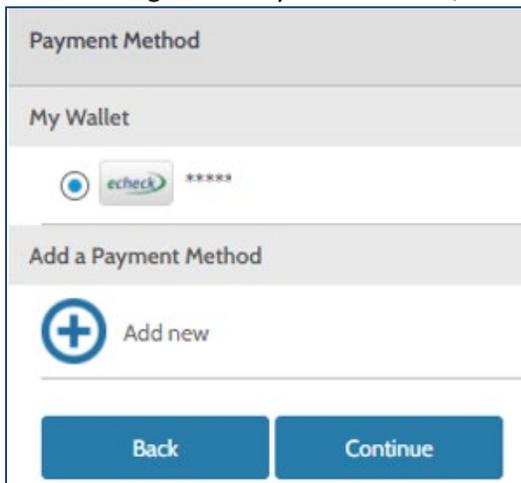
Select or verify the M.U.D. Account number is correct and click Continue.



First time setting up a Payment Method, click – Continue or Add new.



When adding a new Payment Method, click Add New.



Select Credit, Debit or E-check tab, complete the fields, click I authorize payment and click Add.

Add Payment Method

Credit Debit E-Check

Card Number CVV 

Expiration Date

Card Holder Name

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

Under My Wallet – select the E-Check bank account or Credit / Debit card that the M.U.D. Payments will be withdrawn, and click Continue.

Create New AutoPay > Utility Bill

Payment Method

My Wallet

 *****

 *****

Add a Payment Method

 Add new

How to set up AutoPay

1. Select the account number
2. Choose your preferred payment method
3. Select "Confirm Schedule"

The Frequency will automatically be selected to the bill amount withdraw on the due date.
NOTE UNDER ATTENTION: Previously due balances will be processed for payment today.
It means any past due billed amount will automatically withdraw from the bank account the same day you set up Recurring E-check Payments.
Click – By selecting the box, you authorize...
Click - Create AutoPay.

Create New AutoPay > Utility Bill #

Payment Details

Frequency

Bill amount on the due date

ATTENTION: Previously due balances will be processed for payment today.

Payment Amount

Bill Amount

Total Amount

Bill Amount

Payment Type

Checking Account

Routing Number

Account Number

By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

Back Create AutoPay

How to set up AutoPay

1. Select the account number
2. Choose your preferred payment method
3. Select "Confirm Schedule"

An AutoPay confirmation box will populate, indicating you set up recurring.

AutoPay

Utility Bill # 110000351696

Schedule # 19420354 Edit

Frequency

Bill amount on the due date

Created By Start Date

You Sep 22, 2019

Payment Details Edit

Payment Method Payment Amount

echeck *****7959 Bill Amount

+ Add Schedule