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Setting Up Auto Pay - Invoice Cloud



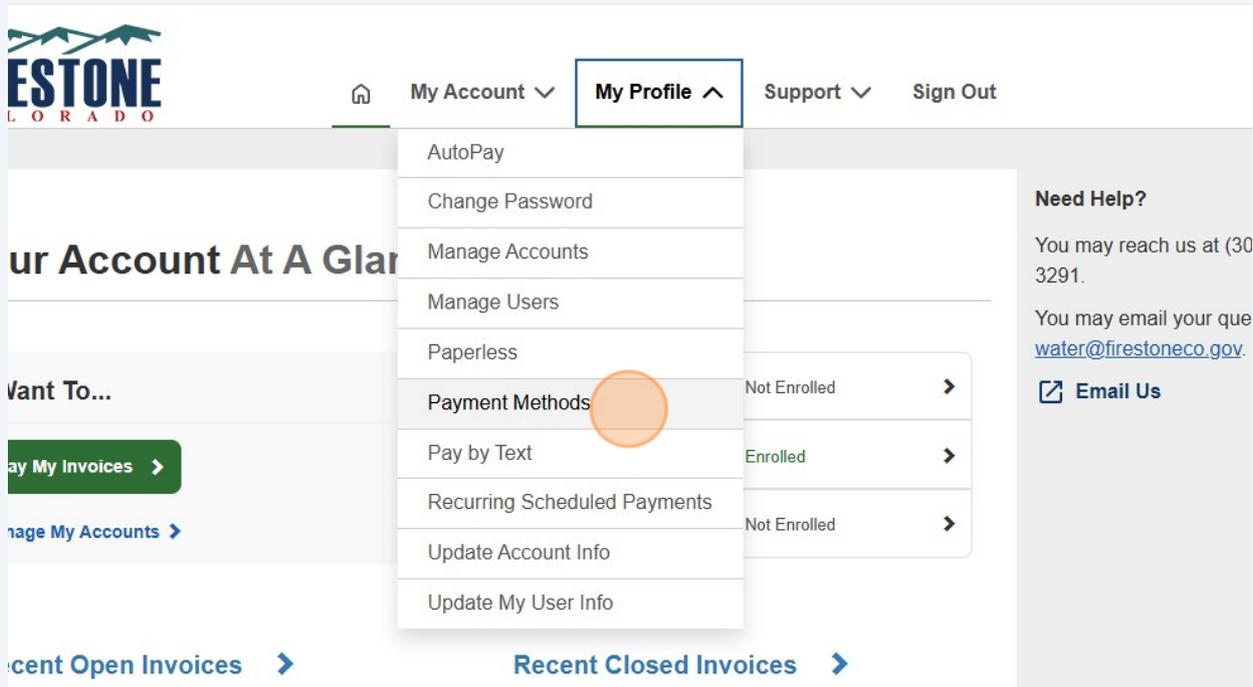
1 Drop Down for "My Profile"

The screenshot shows the top navigation bar of the Firestone account dashboard. The navigation items are: Home (house icon), My Account (dropdown arrow), My Profile (dropdown arrow, highlighted with an orange circle), Support (dropdown arrow), and Sign Out. Below the navigation bar, the main content area is titled "Account At A Glance". On the left, there is a partially visible sidebar with a green bar and a blue arrow. In the center, there is a table with three rows, each representing a payment method and its enrollment status:

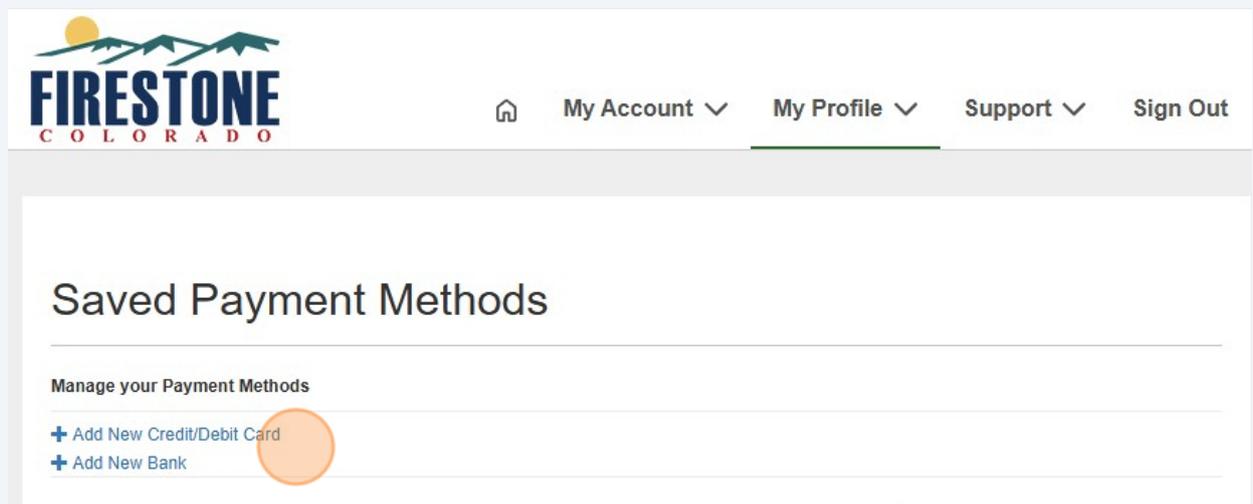
AutoPay	Not Enrolled	>
Paperless	Enrolled	>
Pay By Text	Not Enrolled	>

On the right side of the dashboard, there is a "Need Help?" section with the following text: "You may reach us at (303) 329-3291. You may email your questions to water@firestoneco.gov." Below this text is a button labeled "Email Us" with an envelope icon.

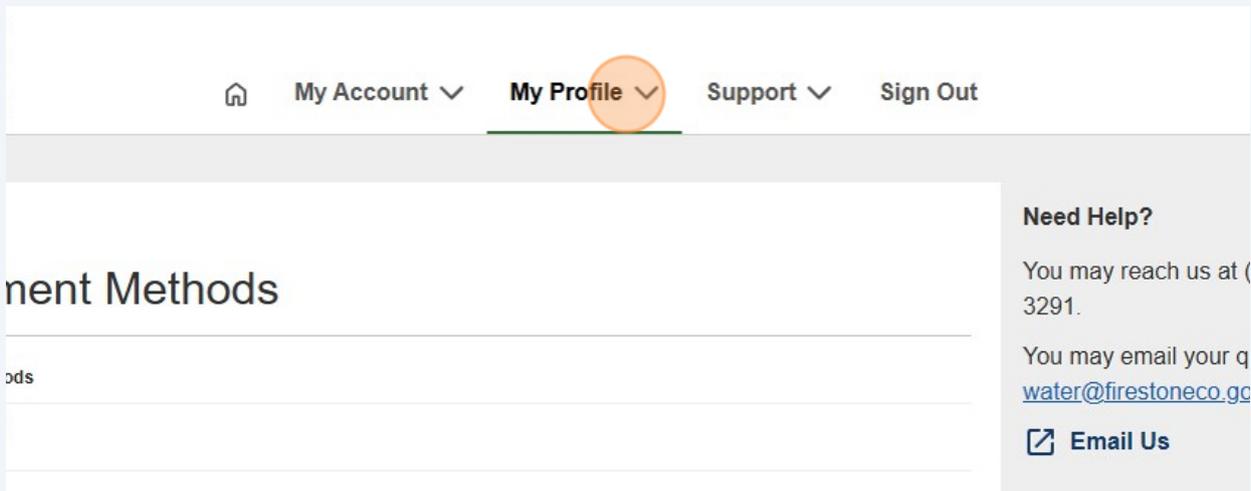
2 Click "Payment Methods"



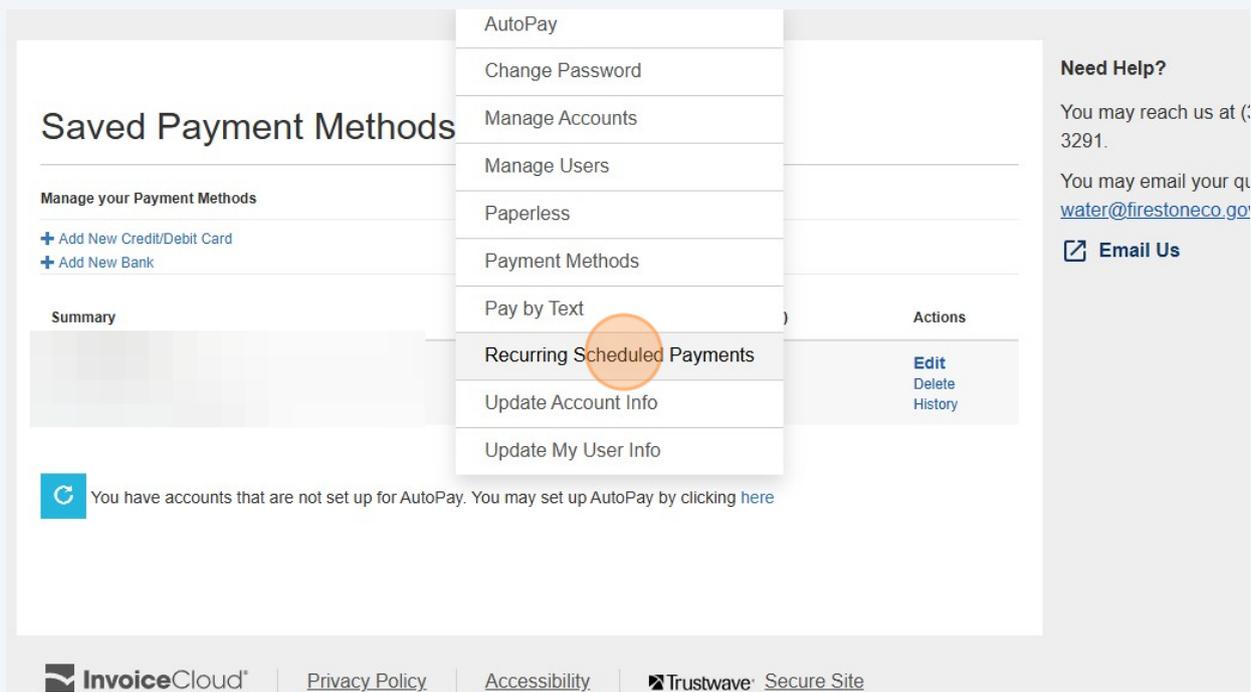
3 Add your payment method information



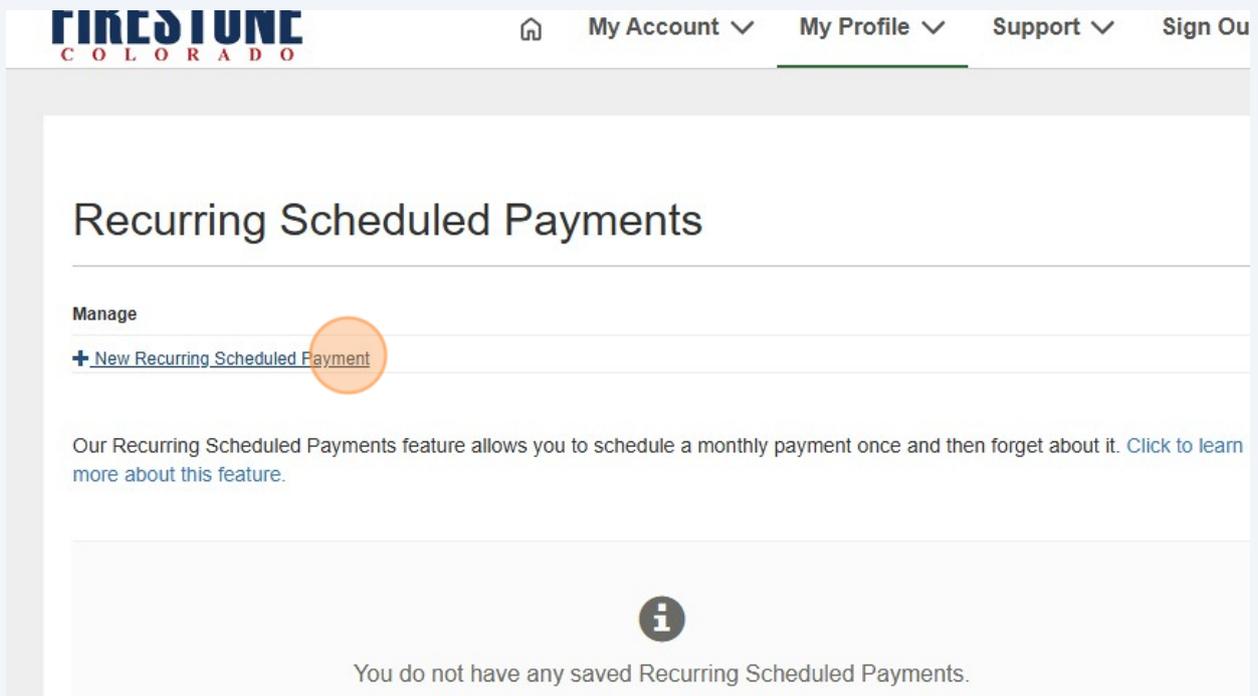
4 Click "My Profile"



5 Click "Recurring Scheduled Payments"



6 Click "+ New Recurring Scheduled Payment"



FIRESTONE
C O L O R A D O

My Account ▾ My Profile ▾ Support ▾ Sign Out

Recurring Scheduled Payments

Manage

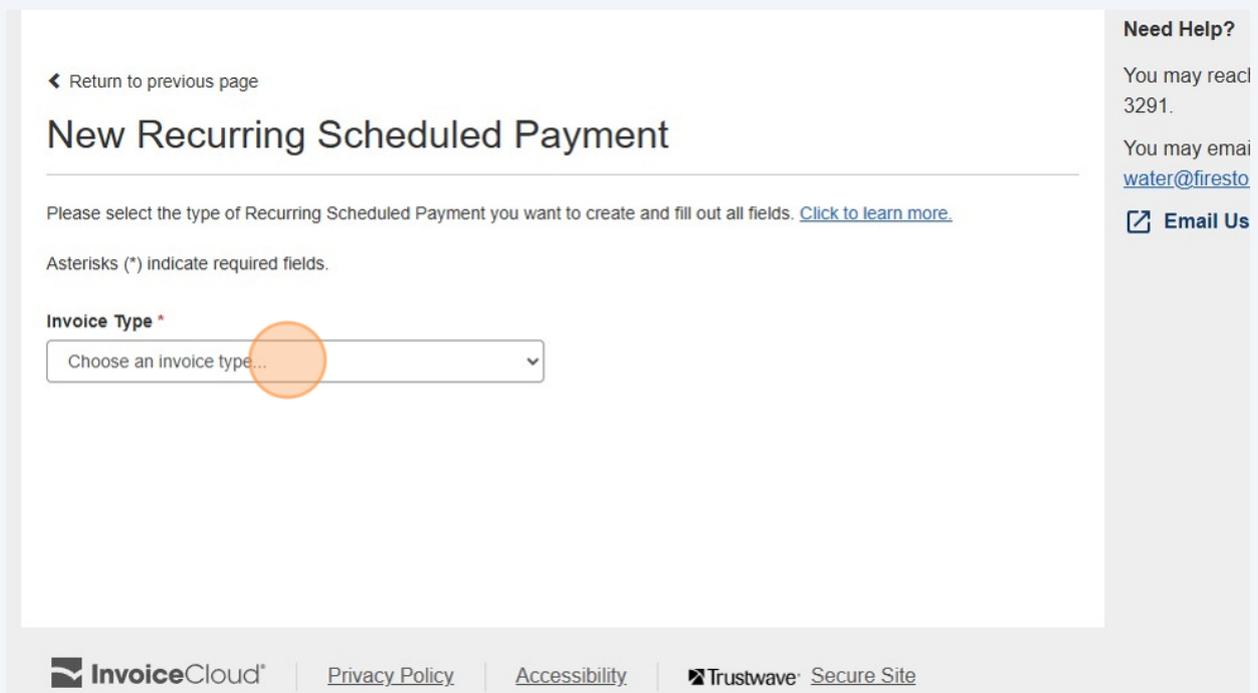
[+ New Recurring Scheduled Payment](#)

Our Recurring Scheduled Payments feature allows you to schedule a monthly payment once and then forget about it. [Click to learn more about this feature.](#)

i

You do not have any saved Recurring Scheduled Payments.

7 Click "Invoice Type"



Return to previous page

New Recurring Scheduled Payment

Please select the type of Recurring Scheduled Payment you want to create and fill out all fields. [Click to learn more.](#)

Asterisks (*) indicate required fields.

Invoice Type *

Choose an invoice type...

Need Help?

You may reach 3291.

You may email [water@firestone](mailto:water@firestone.com)

[Email Us](#)

InvoiceCloud | [Privacy Policy](#) | [Accessibility](#) | **Trustwave** Secure Site

8 Choose "Utility"

Please select the type of Recurring Scheduled Payment you want to create and fill out all fields. [Click to learn more.](#)

Asterisks (*) indicate required fields.

Invoice Type *

Choose an invoice type... ▼

Choose an invoice type...

Utility



InvoiceCloud®

[Privacy Policy](#)

[Accessibility](#)

Trustwave® [Secure Site](#)

9 Click "I want to"

[previous page](#)

Recurring Scheduled Payment

Select the type of Recurring Scheduled Payment you want to create and fill out all fields. [Click to learn more.](#)

Asterisks (*) indicate required fields.

e *

Choose an invoice type... ▼

I want to *

Choose an option... ▼

You may read
3291.

You may email
water@fires!

[Email U](#)

10 Choose schedule and amount

ous page

curring Scheduled Payment

type of Recurring Scheduled Payment you want to create and fill out all fields. [Click to learn more.](#)

ate required fields.

I want to *

Choose an option... 

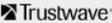
- Choose an option...
- Pay in full on invoice due date
- Pay in full on selected day
- Pay a fixed payment amount on invoice due date
- Pay a fixed payment amount on selected day

Need Help?

You may reach us at (303) 833-3291.

You may email your questions to water@firestoneco.gov.

[Email Us](#)

Cloud* | [Privacy Policy](#) | [Accessibility](#) |  [Secure Site](#)

11 Click "My Profile"



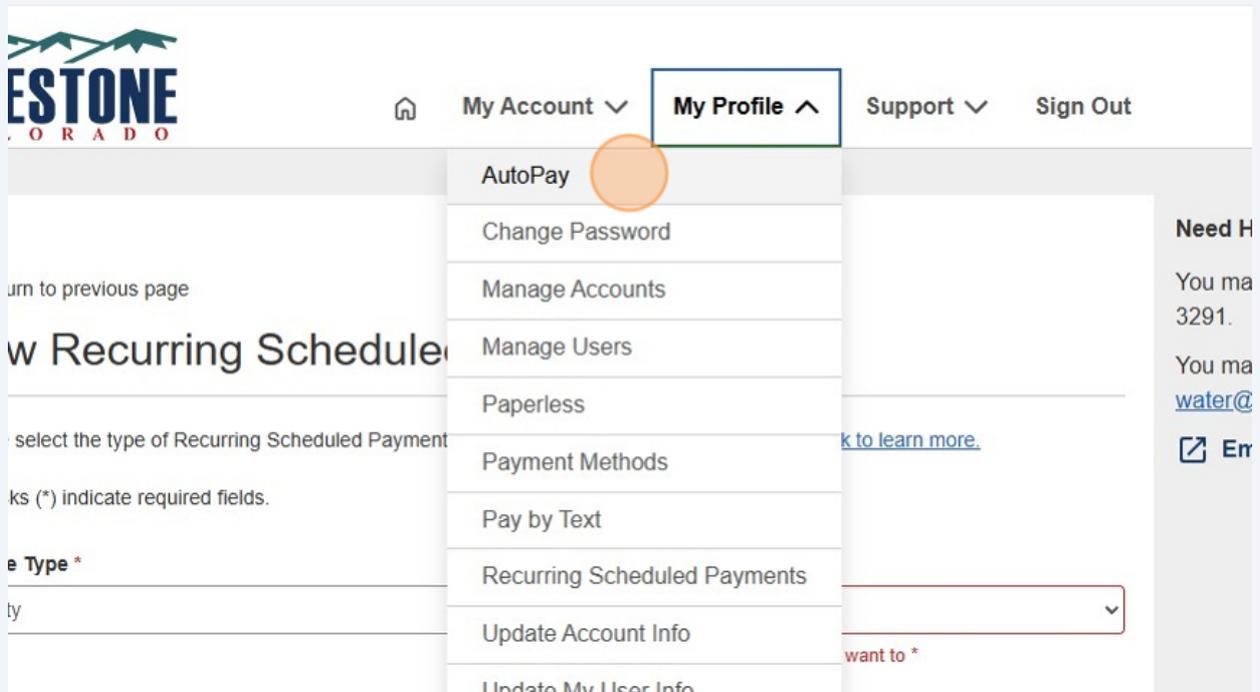
My Account ▾

My Profile ▾ 

Support ▾

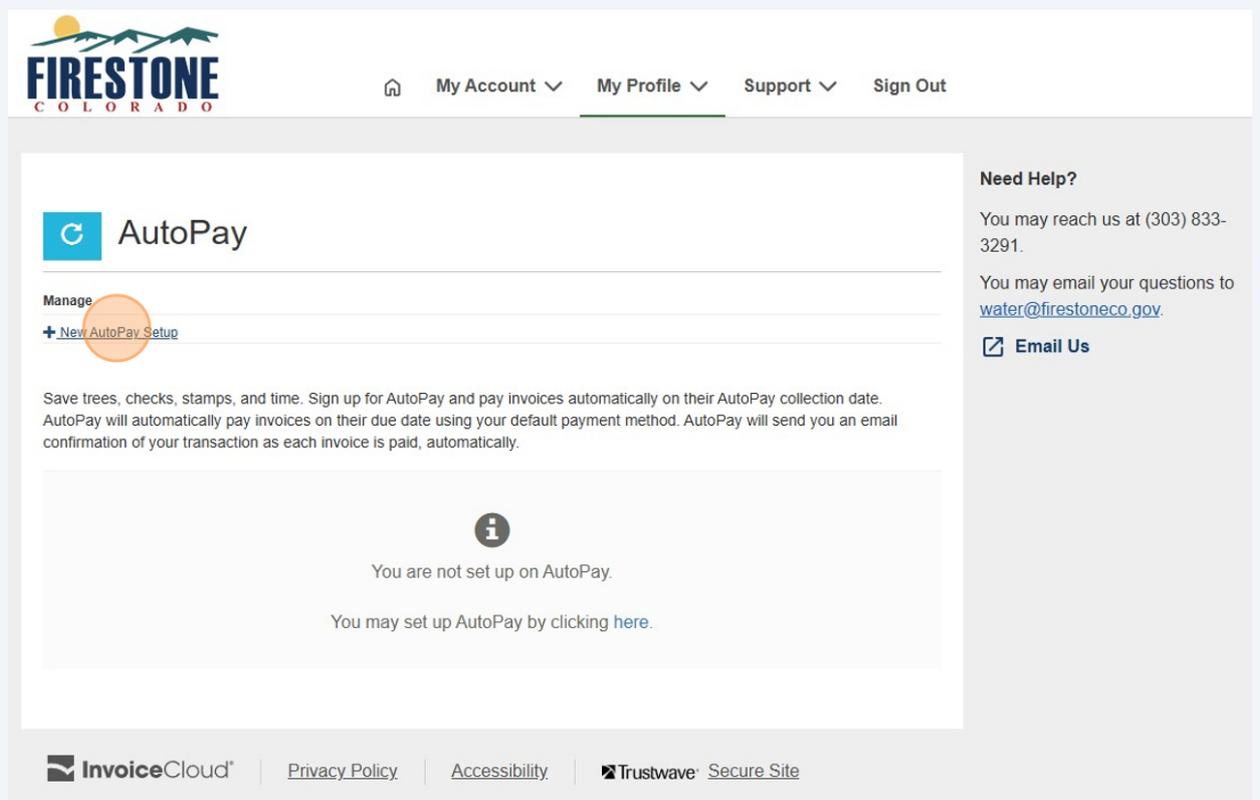
Sign Out

12 Click "Auto Pay"



The screenshot shows the Firestone Colorado website's user interface. The top navigation bar includes the Firestone logo, a home icon, and links for 'My Account', 'My Profile', 'Support', and 'Sign Out'. The 'My Profile' dropdown menu is open, and the 'AutoPay' option is highlighted with an orange circle. Other menu items include 'Change Password', 'Manage Accounts', 'Manage Users', 'Paperless', 'Payment Methods', 'Pay by Text', 'Recurring Scheduled Payments', 'Update Account Info', and 'Update My User Info'. The main content area shows a form for setting up recurring payments, with a 'Payment Method' dropdown menu currently set to 'Recurring Scheduled Payments'. A 'Need Help?' sidebar is visible on the right.

13 Click "New AutoPay Setup"



The screenshot shows the Firestone Colorado website's 'AutoPay' management page. The top navigation bar includes the Firestone logo, a home icon, and links for 'My Account', 'My Profile', 'Support', and 'Sign Out'. The 'My Profile' dropdown menu is open, and the 'AutoPay' option is highlighted with an orange circle. The main content area shows the 'AutoPay' management page, which includes a 'Manage' section with a '+ New AutoPay Setup' link highlighted by an orange circle. Below this, there is a message stating 'You are not set up on AutoPay. You may set up AutoPay by clicking here.' The footer includes the InvoiceCloud logo, links for 'Privacy Policy', 'Accessibility', and 'Trustwave Secure Site', and a 'Need Help?' sidebar on the right.

14 Click "AutoPay Settings | Town of Firestone CO Customer Portal"

Return to previous page

New AutoPay Setup

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.

By pressing the button below, I agree and understand that this authorization will remain in full force and effect until I notify Town of Firestone CO in writing to water@firestoneco.gov or by calling (303) 833-3291 that I wish to revoke this authorization. I understand that Town of Firestone CO requires at least 2 business days prior notice in order to cancel this authorization.

Save this AutoPay Setup

3291.

You may email your questions to water@firestoneco.gov.

Email Us

15 Click Home icon



My Account

My Profile

Support

Sign Out

Return to previous page

New AutoPay Setup

Need Help

You may re
3291.

You may er

16

Auto Pay is enabled



My Account ▾ My Profile ▾ Support ▾ Sign Out

Your Account At A Glance

I Want To...

Pay My Invoices >

Manage My Accounts >

AutoPay	Enrolled	>
Paperless	Enrolled	>
Pay By Text	Not Enrolled	>

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Email Us