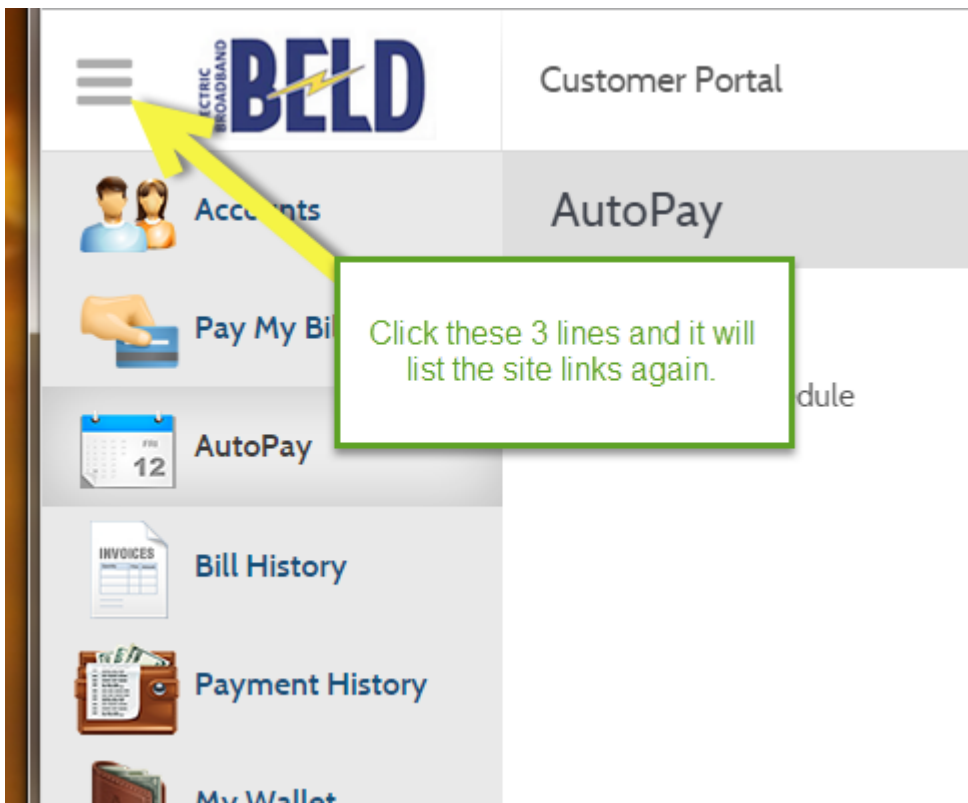
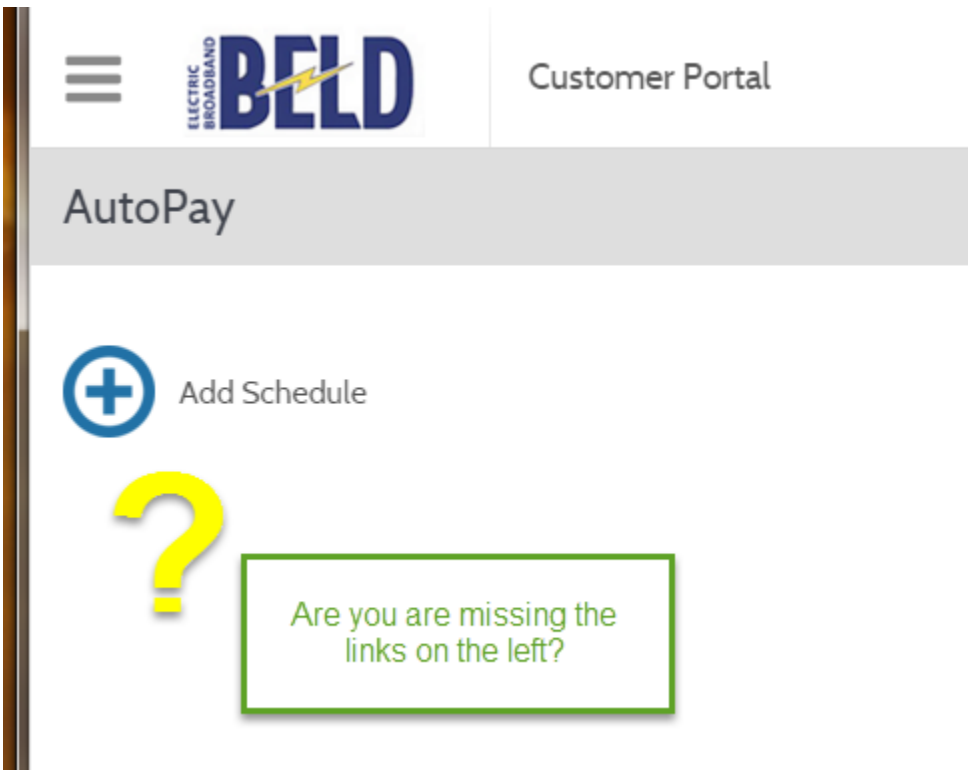


How-to setup your BELD AutoPay on our new payment site.

The screenshot shows the BELD Customer Portal interface. On the left is a navigation menu with icons and labels for Accounts, Pay My Bill, AutoPay, Bill History, Payment History, My Wallet, and My Profile. The main content area is titled "Customer Portal" and "AutoPay". A blue circular button with a white plus sign and the text "Add Schedule" is visible. A yellow arrow points from the "AutoPay" menu item to the "Add Schedule" button. A green box with the text "Click AutoPay" is positioned below the menu. Another yellow arrow points from the "Add Schedule" button to a green box with the text "Then add your payment schedule".

The screenshot shows the "Create New AutoPay" page in the BELD Customer Portal. The navigation menu on the left is the same as in the previous screenshot. The main content area is titled "Customer Portal" and "Create New AutoPay". A section titled "Select an Account" contains two radio button options: "Broadband Bill # 0000" and "Electric Bill # 0007". The "Electric Bill # 0007" option is selected and highlighted in yellow. A green box with the text "Select which account you would like to setup AutoPay for" is positioned to the right of the radio buttons. Below the radio buttons is a blue circular button with a white plus sign and the text "Add new". At the bottom of the form is a blue "Continue" button. A yellow arrow points from the "Continue" button to a green box with the text "Click continue".

**Pro tip:**



## How to set up AutoPay

1. Select the account
2. Choose your preferred payment method
3. Determine the frequency of payment best suited for your needs
4. Choose when payments should begin and end
5. Set the payment amount
6. Choose how and when to be notified of upcoming payment

The screenshot shows the BELD Customer Portal interface. On the left is a navigation menu with icons and labels for Accounts, Pay My Bill, AutoPay, Bill History, Payment History, My Wallet, My Profile, and Log out. The main content area is titled 'Customer Portal' and 'Create New AutoPay > Electric Bill # 00071...'. Below this is a 'Payment Method' section. A button with a plus sign and the text 'Add new' is highlighted with a yellow arrow. A green callout box points to this button with the text 'Click Add new to add your payment method.' Below the 'Add new' button are two buttons: 'Back' and 'Continue'. A second green callout box points to the 'Continue' button with the text 'Then click continue'. At the bottom of the page, it says 'Powered by Paymentus' and 'Privacy Policy'.

## Add Payment Method

Choose the tab for the payment method of choice. Fill in all the required information.

Credit

Debit

E-Check



Card Number

0000000000000000

CVV ?

...

Expiration Date

12 - December ▼





2025 ▼

Card Holder Name

Joe Smith|

Back

Add

 Accounts Pay My Bill AutoPay Bill History Payment History My Wallet My Profile Log outPowered by **Paymentus**  
[Privacy Policy](#)

## Create New AutoPay &gt; Electric Bill # 000776621

## Payment Details

This is the method you previously had and will ensure your payment is made in time to receive your discount

## Frequency

- Bi-Weekly
- On the due date of each bill
- Monthly - fixed amount       Monthly - bill amount
- Weekly

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

## End Date (Optional)

Then click confirm to save your AutoPay