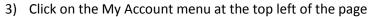
## **Steps for Enrolling in Auto-Pay**

- 1) Login to myaccount.carkw.com
- Click on a link for "Set Up Auto-Pay Plan" or "Make Payment" button Make Payment.

The link or button can be found on the following pages:

- a. My Accounts
- b. Account Summary
- c. Billing Detail
- d. Payment Details
- e. Make a Payment
- f. Payment Options
- g. Consumption History
- h. Service Request Summary



|                           | tral Water<br>nsas Water<br>ential & Exceptional |
|---------------------------|--|
| My Accounts               |  |
| Account Summary           |  |
| Billing Details           |  |
| Payment Details           |  |
| Make a Payment            |  |
| Payment Options           |  |
| Consumption History       |  |
| Service Request Summary   |  |
| Account Services          |  |
| Request Payment Extension |  |
| Disconnect Service        |  |
| Update Mailing Address    |  |
| Electronic Bill Delivery  |  |
| Questions and Comments    |  |
| My Profile<br>Log Out     |  |

|                         |          |              |           |  | and in |
|-------------------------|----------|--------------|-----------|--|--------|
| Central Water           |          |              |           | high quality wat                                     | er.    |
| My Account              |          |              |           |  | > но   |
|                         |          | Recent In    | voice and | Payment History, Select For Payment                  |        |
| Invoice Type:           | Water    |              |           | •  |        |
| Date Range:             | 1/1/2014 | to 7/20/2015 | III       | Click on the Calendar icons to change the Date Range |        |
| Total Amount Due Range: | 0.00 to  | 0.00         | 10        | 🗢 Use 0.00 for all amounts                           |        |

4) Click on the Payment Methods item in the My Account menu

| Central Water<br>Essential & Exceptional      | high quality water  |
|---|---|
| My Account<br>Make Payment<br>Payment History | HOME     Recent Invoice and Payment History, Select For Payment       |
| View Scheduled Payments                       | •   |
| Payment Methods                               | to 7/20/2015 🗐 🗢 Click on the Calendar icons to change the Date Range |
| AutoPay Settings                              | to 0.00 🗢 Use 0.00 for all amounts                                    |
| Paperless Settings                            |   |
| Linked Accounts                               | voice History   |
| Log Out                                       |   |

5) Follow the steps on the page to add a bank account or credit card to use to make the auto-pay payments.

6) Click on the AutoPay Settings item in the My Account menu

| Central Water<br>Essential & Exceptional                     |           |                      | high qua | lity water  |
|--|-----------|----------------------|----------|-------------|
| Account Make Payment Payment History View Scheduled Payments | Cus       | stomer Bank Accounts |          | → HO        |
| Payment Methods AutoPay Settings                             | Routing # | Account #            | Default  | Options     |
| Paperless settings<br>Linked Accounts<br>Log Out             |           |                      | Yes      | <b>99 8</b> |

- 7) Select the payment option that you would like to use for Auto-Pay
- 8) Select the YES, PUT ME ON AUTOPAY box
- 9) Click the Save Changes button

| Central Water<br>Essential Exceptional<br>My Account |   |             | hig  | h quality water                    |
|--|---|-------------|--|------------------------------------|
| Ny Account   | Invo  | ice AutoPay |  |                                    |
| AutoPay will automatically pay invo                  | me. Sign up for AutoPay and pay invoices autor<br>ices on their due date using your default payme<br>firmation of your transaction as each invoice is j | nt method.  |  |                                    |
|  | e applied if applicable. Please view our <u>Fees Discl</u>  |             | ·  |                                    |
| Please select your Default Payn                      | ent Account   |             |  |                                    |
| Default Payment Option                               | Bank  | Update      |  |                                    |
|  |   |             |  |                                    |
| → Water  |   |             |  |                                    |
| ese start deduc                                      | I AUTOPAY<br>ting my Payment Method of choice automatically   | •           | NO, I DO NOT WANT AUTO<br>I do not wish to have my Paym<br>I will continue to pay any open | ent Method automatically deducted. |
| Save Changes   |   |             |  |                                    |

10) Check your email inbox and click the COMPLETE REGISTRATION link in the email to complete the

signup process

