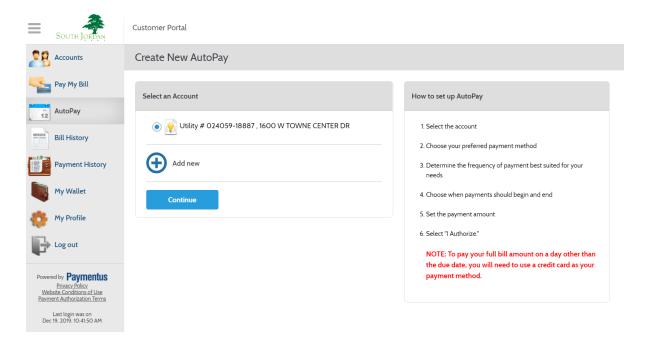# How To: Add AutoPay (Reoccurring Payments)

1. Click on the *AutoPay* tab
2. Then, click **Add Schedule**
3. Ensure the account is selected that you would like to AutoPay
4. Click *Continue*

5. Choose the preferred payment method then click **Continue**
6. Determine the frequency of payment best suited to your needs.

NOTE: To pay your full bill amount on a day other than the due date (Monthly – bill amount)**, you will need to use a credit card as your payment method.**

(Optional) Choose an end date for when you would like the AutoPay to end.

7. Set the amount of payment if needed
8. Once completed, Select *"I Authorize"*
9. Click **Back to AutoPay** to review the created schedule