

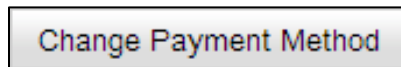
Edit Recurring Payments

1. From the homepage, click the **Billing & Payments** tab.

2. Click the **Auto Pay** link in the left menu.

The Auto Pay Program page appears.

3. Click the appropriate **Change Payment Method** button.



A drop down menu appears.

4. Select your desired payment option -- **Add New** or **Use Existing**

Use Existing (payment method)

a. Select the desired payment method from the list.

The EFT [Payment Method] Setup window displays.

b. Read the Terms and Conditions.

c. Click the checkbox **“I have read and agree to the Terms and Conditions.”**

d. Click the **Accept** button.

The EFT [Payment Method] Setup window refreshes.

e. Verify the Security Phrase is correct. If not, contact customer service ASAP.

f. Verify payment method information is accurate.

g. For bank accounts, enter your South Central Power account username/email address and password.

| | | |
|---------------|---------------------------------------|---|
| Email Address | <input type="text"/> | * |
| | Why is this required? | |
| Password | <input type="password"/> | * |
| | Why is this required? | |

h. Click the **Submit** button.

The EFT [Payment Method] Setup window refreshes, with a confirmation message at the top.

i. Click the **Close** button, in the upper right of the window.

The window closes and the new payment method appears within the Recurring Payment Method column on the Recurring Payments page.

Add New (payment method).

The EFT [Payment Method] window displays.

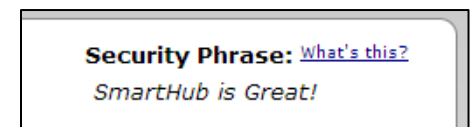
a. Read the Terms and Conditions.

b. Click the checkbox **“I have read and agree to the Terms and Conditions.”**

c. Click the **Accept** button.

The EFT [Payment Method] window refreshes.

d. Verify the Security Phrase is correct. If not, contact customer service ASAP.



e. Enter your information into the required fields, marked with an (*) asterisk.

f. Click the **Submit** button.

Confirmation text appears at the top of the window indicating success.

g. Click the **Close** button, in the upper right of the window.

The window closes and the new payment method appears within the Recurring Payment Method column on the Recurring Payments page.