

Set Up Payment Methods

Click Your Name in Upper Right-Hand Corner, Then **Payment Methods**. Click Add a New Payment Method: Click Credit Card (Debit/Credit Card) or E-check (Electronic Check using Bank Account Information). Fill out all fields with payment information, click to consent, and press button to create payment profile. Repeat process as desired for other payment methods.

Click Menu on blue bar next to Account number.

Menu: Manage Autopay

Click on any accounts that say Not Enrolled to change to your preferred payment method. You can save multiple payment methods and change the one used as needed by clicking Link E-check again. Click any that still say Pay on the... and select Due Date. Only one fee will be charged per payment method used (unless you process them as separate transactions.) (i.e. If all the accounts are paid by the same Link Bank Account E-check, one \$0.50 processing fee will be charged and all accounts paid with the Discover card will be covered by the same \$2.50 processing fee. If two or more payment methods are to be used, each payment method will need to be used in a separate transaction, and a processing fee will apply to each transaction.)

***AUTOMATIC PAYMENTS WILL PULL EARLY MORNING
ON THE DUE DATE STARTING SEPTEMBER 2026.
PLEASE ENSURE FUNDS ARE AVAILABLE**

If the withdrawal day you're selecting is today or in the past, the AutoPay will not be drafted/charged until the next occurrence. If you'd like to make a payment sooner, please make a one-time payment prior to signing up for AutoPay.

Linked Accounts	AutoPay Payment Method
1307-6 KENDRA/ 100 VALLEY VIEW, PA 17983	Link Echeck due date
23885-3 AUTHORITY OFFICE 915 W MAPLE ST VALLEY VIEW, PA 17983	Not Enrolled
3151-3 DEAN 22 HEGINS, PA 17938	Discover Card Pay on the...

The terms and conditions of AutoPay require that you agree to the following:

Thank you for requesting AutoPay account. Fees may apply if sufficient funds are not available to cover your payment.

By enrolling in AutoPay you authorize Hegin Hubley and the financial institution designated in this request to charge the account specified above for payment of your service. You understand that a fee may be charged to your account for each authorization request returned. In addition, you understand that both the financial institution and Hegin Hubley reserve the right to terminate this payment agreement and/or your participation therein. At any time, you may elect to discontinue enrollment in this plan. This can be done by updating your portal profile and unenrolling from AutoPay.

I Agree Cancel