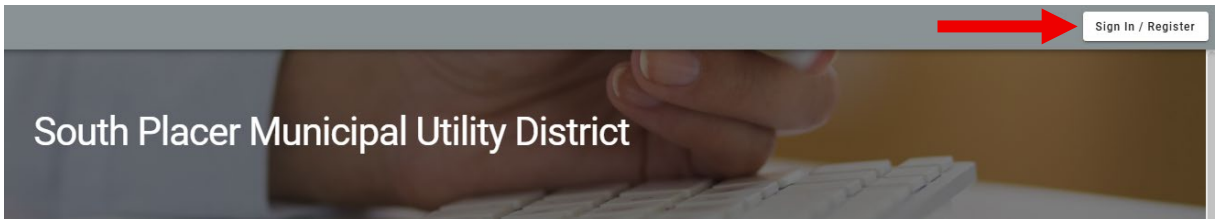
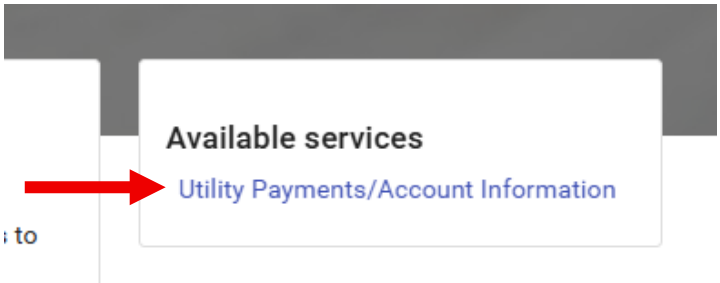
ENROLLING IN AUTO PAY

1. Visit: https://www.municipalonlinepayments.com/southplacermudca or scan the QR code.

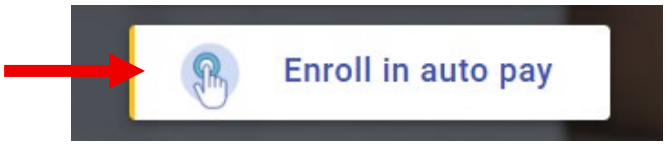
2. In the top right-hand corner of the page, please select the "Sign In / Register" button. If you already have an online account, log in, if you do not have an account, select "register" and complete the process. *New Customer Registration guide is available.*



3. Select the "Utility Payments/Account Information" link under Available Services.

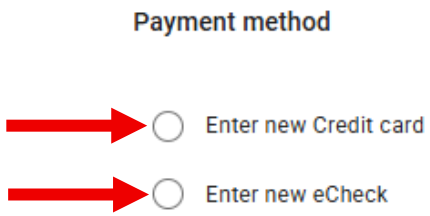


4. Once logged in, select the "Enroll in auto pay" button on your account's homepage.



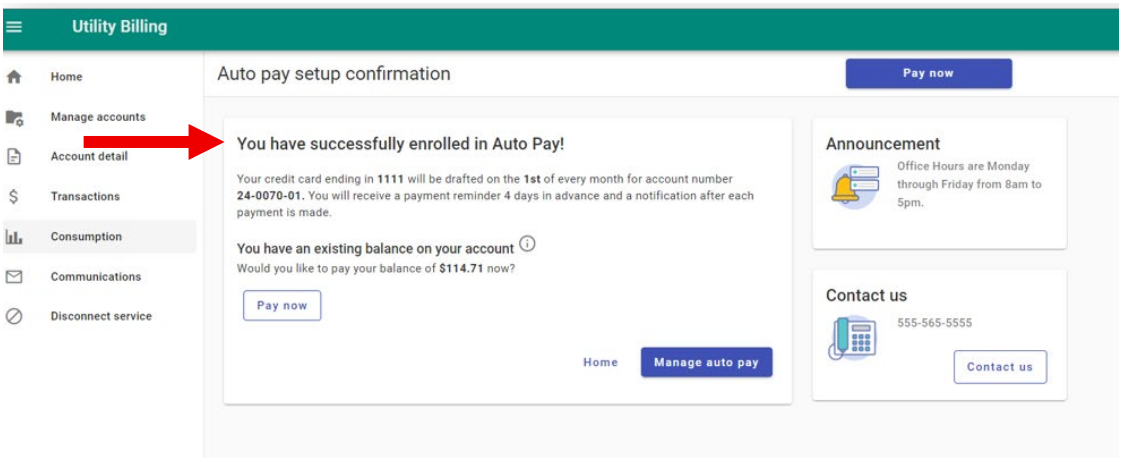
5. Locate the address of the property you wish to enroll in auto pay, select the “Enroll” button.

6. Select the circle next to the payment method you would like to use.



7. Enter in payment information, and after that is confirmed select the “Enroll now” button.

8. Your screen will show confirmation of your auto pay enrollment.



9. If you need to update your auto pay, the “Manage auto pay option” is now available on the home page. *See Managing Auto Pay guide for additional information.*

