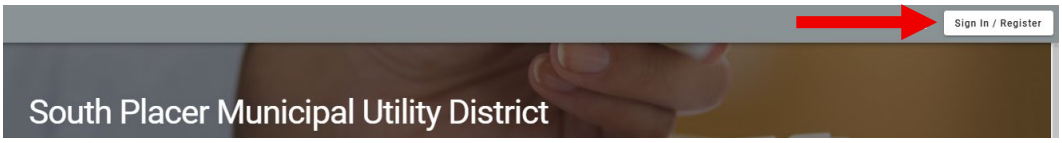
ENROLLING IN TEXT-TO-PAY

1. Call: 1-833-273-7454, select option 4, and follow the prompts to provide your account number, cell phone number, and payment information to be enrolled in text-to-pay;

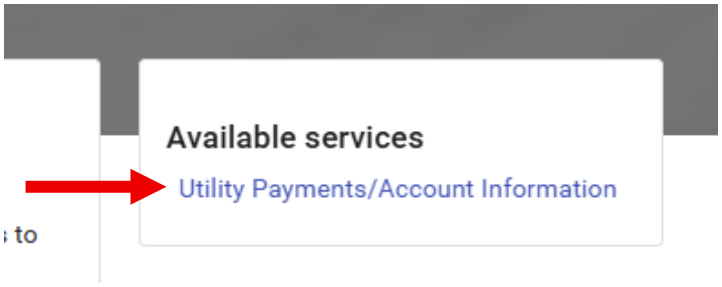
- OR -

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

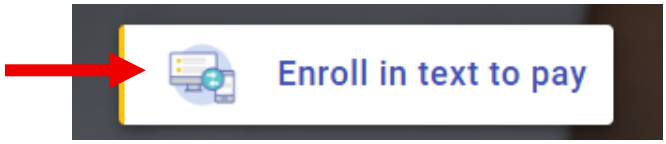
2. In the top right-hand corner of the page, please select the "Sign In / Register" button. If you already have an online account, log in, if you do not have an account, select "register" and complete the process. *New Customer Registration guide is available.*



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

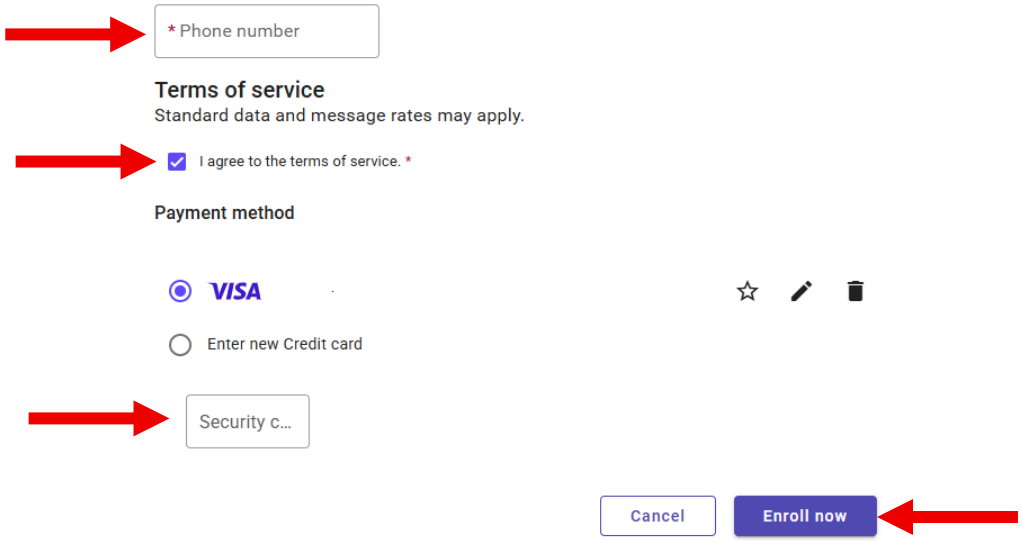


4. Once logged in, select the "Enroll in text to pay" button on your account's homepage. *If you do not have the "Enroll in text to pay option" on your home screen, make sure that you are not enrolled in autopay. You cannot be enrolled in auto pay and text to pay at the same time and will need to cancel your auto pay enrollment before you can proceed.*

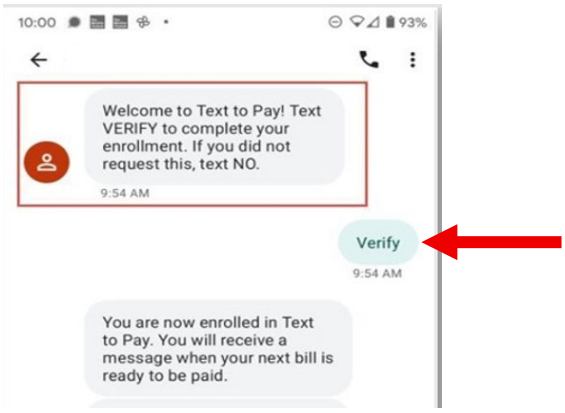


5. Locate the address of the property you wish to enroll in autopay, select the "Enroll" button.

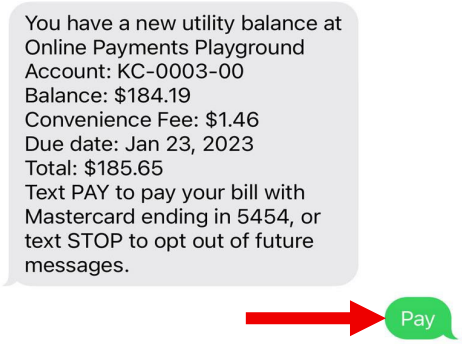
6. Enter in the cell phone number you would like to receive the text messages to, and payment information, including the Security Code, and then select the "Enroll now" button. *If you need to update the card information, please reference the Manage Auto Pay guide for additional information.*



7. You will receive a text message verification to confirm your enrollment in text to pay, reply back as instructed. *Please note, this text can take time to generate and be delivered.*



8. After your account is enrolled in text to pay, you will then receive a text message each time a new balance is posted to your account. Simply reply "Pay" to that message and your account will be paid with the credit card set-up during enrollment.



9. If you ever need to make adjustments to your text to pay, you can go log into your account and select the "Manage text to pay" box or you can call 1-833-273-7454, select option 4, and then follow the instructions to update. You can reply "Stop" directly via text in the message to opt out of text to pay at any time or cancel your enrollment thru your online account.

