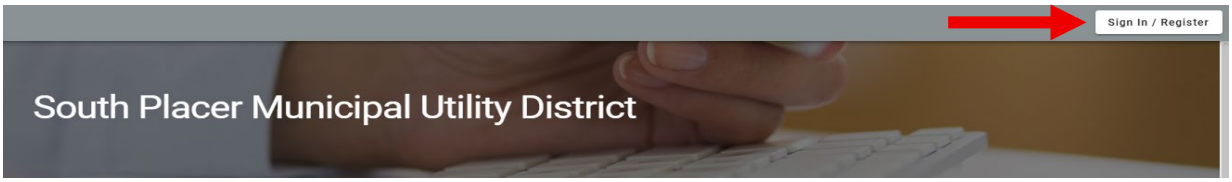
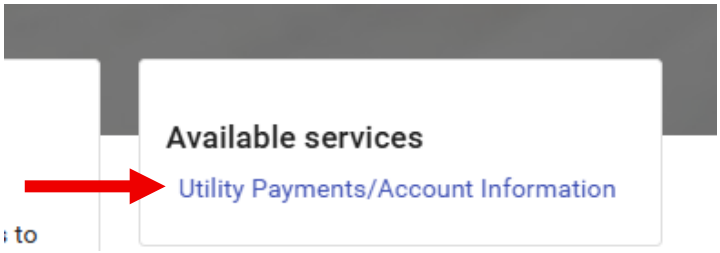
MANAGING AUTO PAY

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

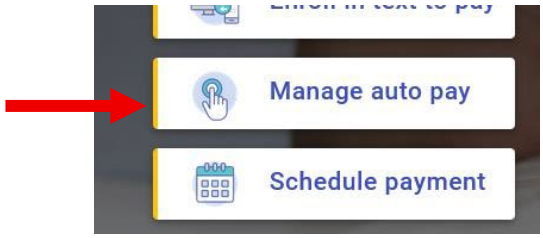
2. In the top right-hand corner of the page, please select the "Sign In / Register" button. If you already have an online account, log in, if you do not have an account, select "register" and complete the process. *New Customer Registration guide is available.*



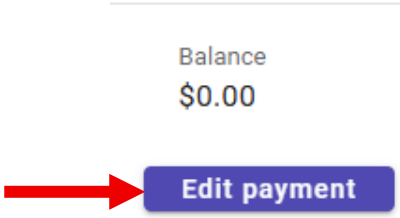
3. Select the "Utility Payments/Account Information" link under Available Services.



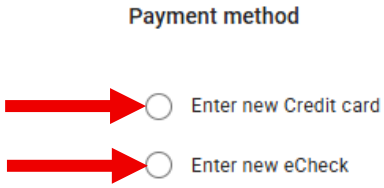
4. Once logged in, select the “Manage auto pay” button on your account’s homepage. If you do not have that option available, ensure that you are enrolled in an auto pay with a credit card or e-check. If you are having funds directly pulled from a checking or savings account, contact our office at 916-786-8555 for assistance. If you do not see that you are enrolled in autopay, select “Enroll in auto pay” and complete the process. *Enrolling in Auto Pay guide is available.*



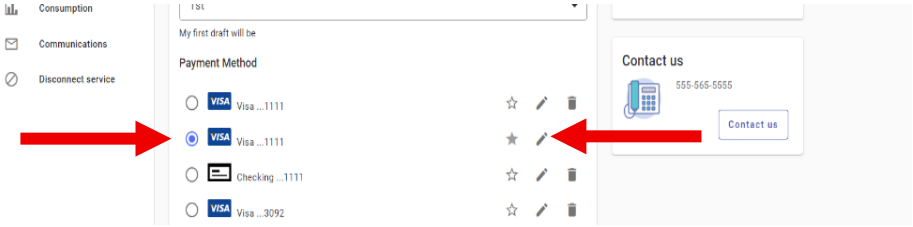
5. Locate the address of the property you wish to update the payment information, select the “Edit payment” button. *Please note, you cannot delete a payment method that is actively tied to an auto pay. In this instance, update the card selected for the auto pay first, and then you can delete the old information.*



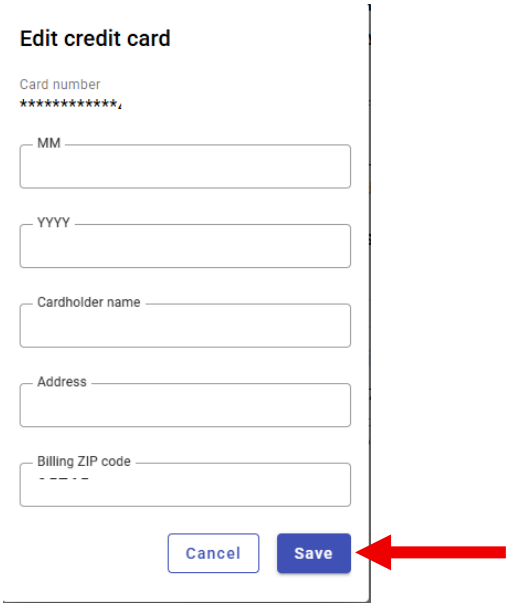
6. If you would like to use a **new** payment method, select the circle next to the payment method you would like to use and select the “Update info” button.



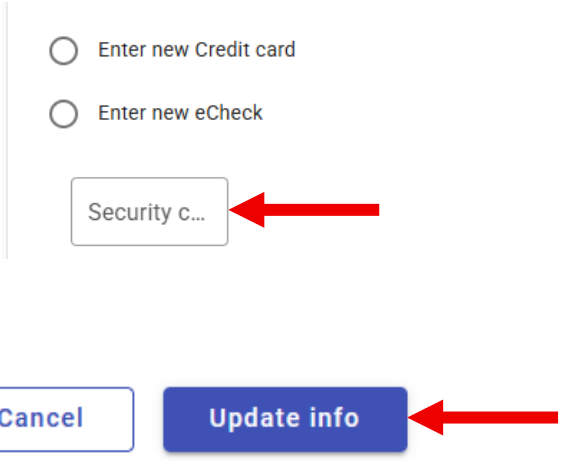
7. If you would like to **edit an existing** payment, select the payment method and select the pencil icon.



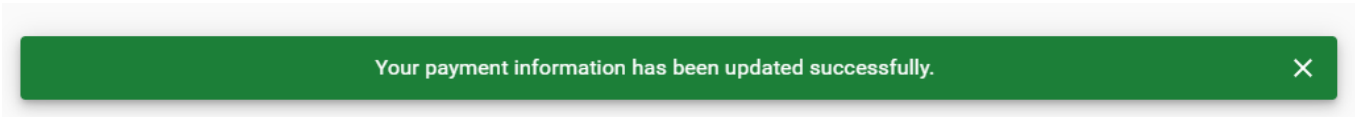
8. Update the payment information, select the “Save” button. *Billing address and zip code must match the information your bank has on record.*



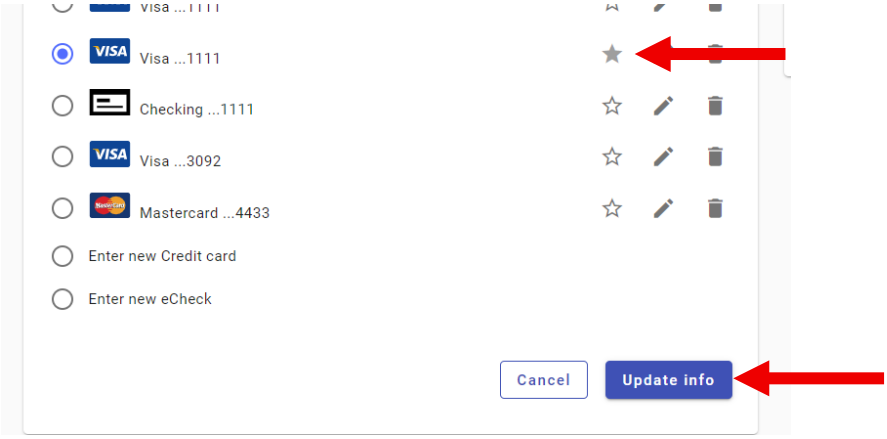
9. Enter in the CVV or security code, and then select the “Update info” button.



10. You will receive a confirmation pop up on the button of your webpage, letting you know your payment information has been updated.



11. Make sure that the card you would like to be used for your auto pay has a filled in star next to it, if not, select the star on the payment type you would like to use, and select the “Update info” button.



12. If you need to **delete** a saved payment method, select the payment method you wish to delete and click on the trash can. *You cannot delete a payment method that is actively tied to an autopay. In this instance, update the card selected for auto pay first, and then you can delete the old information.*

