PayClix Recurring Payments Registration

1. With the new PayClix payment options, customers are still able to sign up for recurring ACH/credit card payments.
2. To register, please login to your account and click on the link referencing "Just in Time Automatic Payments"

3. Select eCheck, Mastercard, Discover, or Visa can be selected as options for recurring payments.
   a. Please note: After registration, payments will be withdrawn on an on-going business one day before they are due. For the first registration, the payment date must be at least 3 business days away for it to be used for that pay date.

4. The next page will take you to the online payment process form where you can either enter in the banking or debit/credit card information that you would like used for your utility bills on a monthly basis.
    a. Once all the information is complete, you should be able to click submit information on the bottom of the page to finish the registration.