## **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"

## F and C Water Solutions Statement

This account can be enabled for our Just In Time Automatic Payment Submission service, <u>click here</u> <u>for more information or to enroll</u>.

Statement ID	Statement Date	Amount Due	Due Date	Click to Pay						
911 (details)	03/19/2020	\$35.00	04/15/2020							
		\$35.00		total:						
Please select the method of payment.   Master Card										
				Next						

- 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  - a. Please note: After registration, payments will be withdrawn on an on-going business one day before they are due.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.

payclix					Simple, Fast, Affordable and Secure.				
My Information	Pay Now	My History	AutoPay	User Agreement	Contact Us	Log Out			
Online Payment Processing									

By enrolling in the JITAPS (just in time automatic payment submission) service your invoices and/or billing statements will be processed one day before they are due, please note that if you have a payment that is due in the next two business days enrollment in this service will **NOT** pay that invoice, if you need to submit a payment today <u>click here</u>. Also note that if per chance you make a payment in PayClix against the bill or statement regardless of the amount paid the system will assume that you have paid all that you want for that bill/statement and the JITAPS service will **NOT** process the balance owed.

## Transaction Fees

eCheck Payment: \$0.99 Credit Card Payment: 2.90% of the transaction plus \$0.30 Paid in full by Customer.

- 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.