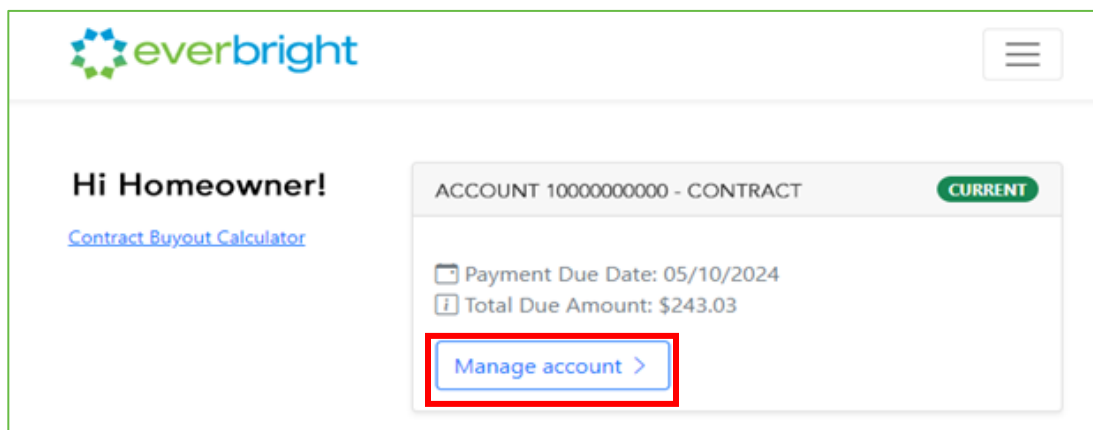# How to Enroll in AutoPay

everbright.

EverBright's AutoPay lets you enjoy the savings and efficiency of your clean energy upgrades without worrying about monthly payments.

Here's how to set up automatic payment from your checking or savings account in just a couple of minutes.
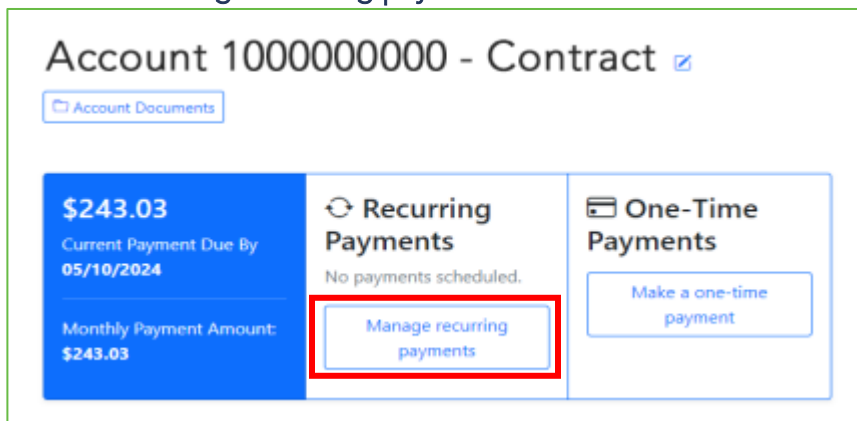
Step 1: Log in to the billing portal

1. Visit myeverbright.com and log in to your account

2. Open the "**Billing**" tab and then click "**Go to Billing**" to access our billing portal. *To log in to the billing portal for the first time, register with your account number found on your billing statement. If you don't have your account number, contact us at (833) 353-0583 for assistance.*

3. Click the button that says "**Manage Account**"

Step 2: Set up a payment source

1. Click the "**Manage recurring payments**" button

If you have questions, please contact our account servicing team
at **(833) 353-0583** or **everbright@youronlineaccount.com**.

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2. Click the "**Manage Payment Sources**" button

3. Click the "**+ ADD A NEW SOURCE**" button

4. Type your Bank Account or Debit Card details into the fields, then click the **Submit** button to save your payment source in your account for AutoPay or one-time payments.

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Step 3: Set up your recurring payment

1. Click the "**+ Add a recurring payment**" button

2. Select the dollar amount of your recurring payment, frequency, start date, payment source (the source you set up in Step 2 will appear in the drop-down menu here), and check off the acknowledgment of the ACH Terms and Conditions.

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3. Click the **Save Changes** button to complete your enrollment

PAYMENT SETTINGS					CANCEL	✓ SAVE CHANGES

Contract Id	Estimated Monthly Payment	Payment Option	Fixed or Extra Amount	Recurring Payment Amount	Frequency
					Monthly ⌄

Step 4: Remember to pay your current invoice

AutoPay will pay your next invoice, but you will still need to pay your <u>current</u> invoice, if you have not done so already. You should make any payment that may be due by some other method until your billing statement reflects your enrollment.

To quickly pay your current invoice, click the "Make a one-time payment" button in the Manage Account page. You can use your saved payment source set up for AutoPay to make this one-time electronic payment.

Account 1000000000 - Contract ✎

☐ Account Documents

$243.03	↻ Recurring Payments	☐ One-Time Payments
Current Payment Due By 05/10/2024	No payments scheduled.	
Monthly Payment Amount: $243.03	Manage recurring payments	Make a one-time payment

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