

How to Enroll in AutoPay

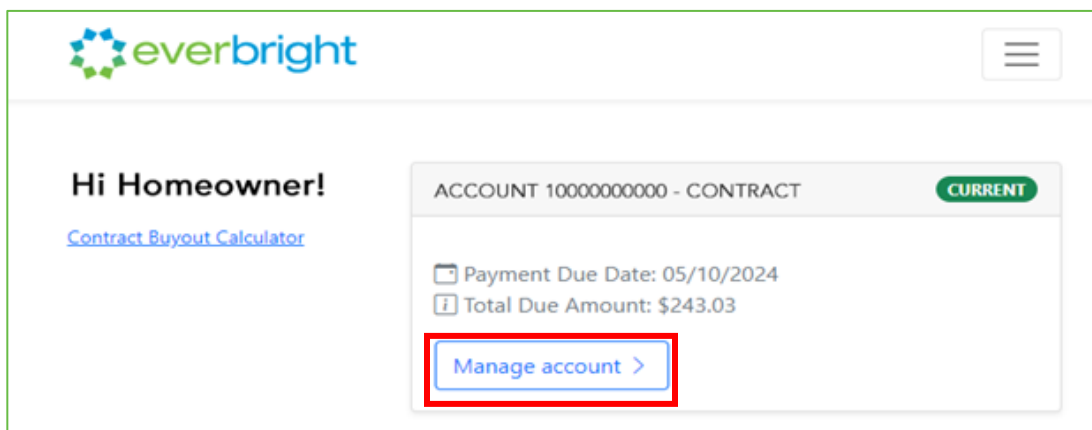


EverBright's AutoPay lets you enjoy the savings and efficiency of your clean energy upgrades without worrying about monthly payments.

Here's how to set up automatic payment from your checking or savings account in just a couple of minutes.

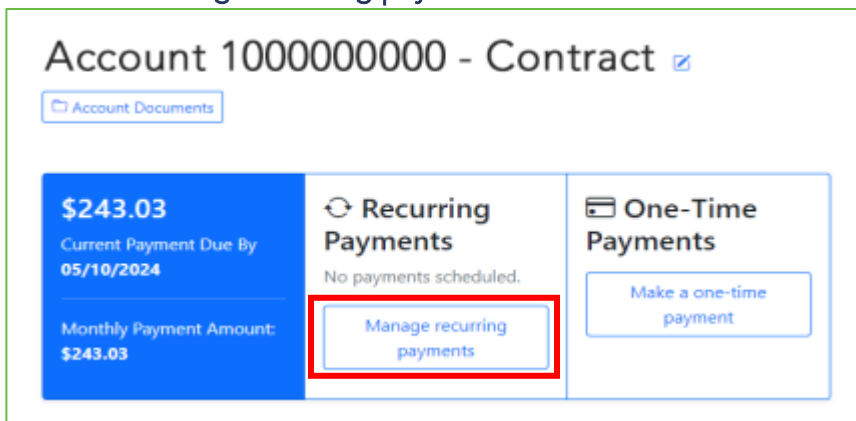
Step 1: Log in to the billing portal

1. Visit myeverbright.com and log in to your account
2. Click on the "Payment Dashboard" link from the dashboard in the portal to access the account services website. To log in for the first time, you will need to register for your billing portal account by inputting your Account Number that was emailed and mailed to you.
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

Recurring Payments

[Manage Payment Sources](#)

⊗ **This account is not enrolled in Automatic Payments**
Want to [set up automatic recurring payments](#)? It's quick, easy and convenient!

[+ Add a recurring payment](#)

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

Payment Sources

[ACCOUNT 1000000000 - CONTRACT](#)

[+ ADD A NEW SOURCE](#)

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.

Add New Payment Source

[Bank Account](#) [Debit Card](#)

Checking Savings Personal Business

Routing Number

Account Number

For

ROUTING NUMBER **ACCOUNT NUMBER**

Account Holder's Name

Nickname

Set as default payment source

[Submit](#)

Add New Payment Source

[Bank Account](#) [Debit Card](#)

Card Number

Card types accepted: Visa, Mastercard and Discover

Expiration Date Security Code

Month Year

Cardholder Details

First Name Last Name

Address

Address 2

City State Zip

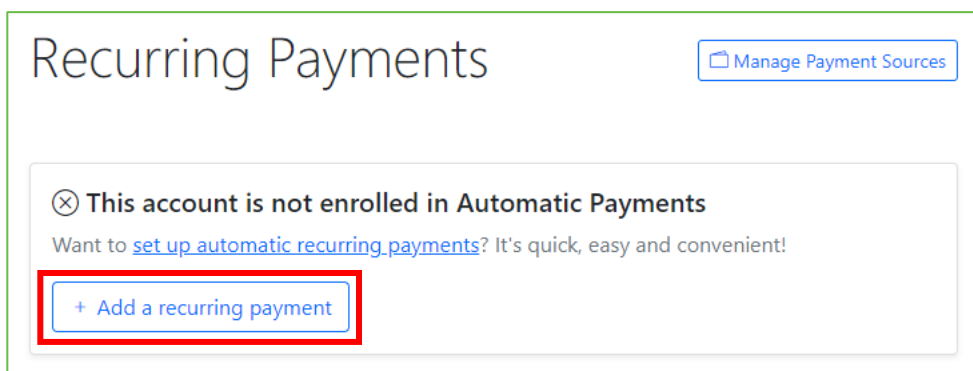
Nickname

Set as default payment source

[Submit](#)

Step 3: Set up your recurring payment

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

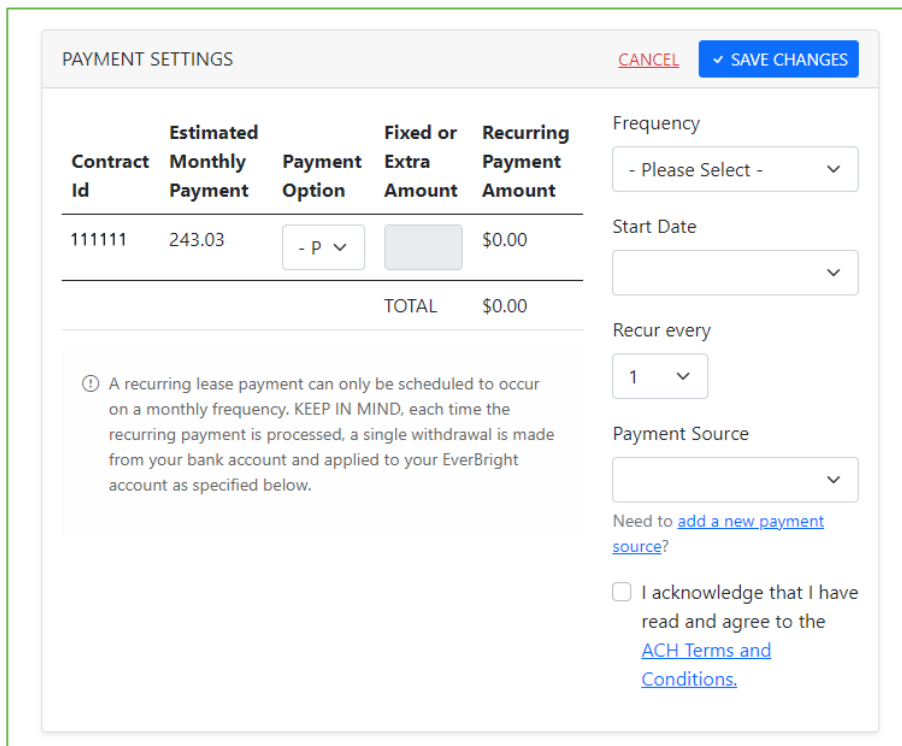


Recurring Payments [Manage Payment Sources](#)

⊗ This account is not enrolled in Automatic Payments
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[+ Add a recurring payment](#)

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.



PAYMENT SETTINGS [CANCEL](#) [SAVE CHANGES](#)

Contract Id	Estimated Monthly Payment	Payment Option	Fixed or Extra Amount	Recurring Payment Amount
111111	243.03	- p		\$0.00
TOTAL				\$0.00

Frequency: - Please Select -

Start Date: [dropdown]

Recur every: 1

Payment Source: [dropdown]

Need to [add a new payment source](#)?

I acknowledge that I have read and agree to the [ACH Terms and Conditions](#).

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

The screenshot shows a 'PAYMENT SETTINGS' form. At the top right, there are two buttons: 'CANCEL' and 'SAVE CHANGES'. The 'SAVE CHANGES' button is highlighted with a red box. Below the buttons is a table with columns: 'Contract Id', 'Estimated Monthly Payment', 'Payment Option', 'Fixed or Extra Amount', 'Recurring Payment Amount', and 'Frequency'. The 'Frequency' dropdown menu is set to 'Monthly'.

Step 4: Remember to pay your current invoice

AutoPay will pay your next invoice, but you will still need to pay your **current** 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.

The screenshot shows the 'Account 1000000000 - Contract' page. It includes an 'Account Documents' link. The main content area is divided into three sections: 1. A blue box showing '\$243.03 Current Payment Due By 05/10/2024' and 'Monthly Payment Amount: \$243.03'. 2. A 'Recurring Payments' section with 'No payments scheduled.' and a 'Manage recurring payments' button. 3. A 'One-Time Payments' section with a 'Make a one-time payment' button highlighted by a red box.