

CUSTOMERS ALREADY WITH AN ONLINE ACCOUNT

1. CLICK THE “ONLINE PAY” BUTTON ON KPUD’S BILL PAY OPTIONS PAGE



2. CLICK GO UNDER ACCOUNT PROFILE

The screenshot shows the KPUD Payment Management dashboard. At the top left is the KPUD logo with the tagline "CONNECTING KITSAP". To the right is the text "Payment Management Logout". Below the logo is a navigation menu with buttons for "Dashboard", "Add Credit", "My Bill", "Usage", "Activity", "My Profile", and "Contact Us". The "Dashboard" button is highlighted. Below the navigation menu is a blue header with the word "Dashboard". A green bar below the header says "You are now logged in as:" followed by a redacted name. The main content area is divided into several sections. On the left, there are three sections for "Customer Address", "Owner Address", and "Service Address", each with a redacted address field. Below these is a table showing account balances. The table has two columns: "Balance Due" and "Amount". The rows are "Total Account Balance" (\$0.00*), "Current Charges due 4/30/2016" (\$62.49), and a note: "(balance is current as of today and may include billing, adjustment, and pending payment transactions)". Below the table is a "Make Payment" link. On the right, there are five sections, each with a "Go" button: "Make Payment", "View Your Bill", "Usage History", "Account Profile" (circled in red), and "Your Activity". At the bottom of the page is a footer with links for "Contact Us" and "Terms of Use", and copyright information: "Copyright © 2016 Springbrook and MerchantTransact. All rights reserved. Powered by Boomerang".

Customer Address

Owner Address

Service Address

Balance Due	Amount
Total Account Balance	\$0.00*
Current Charges due 4/30/2016	\$62.49

*(balance is current as of today and may include billing, adjustment, and pending payment transactions)

[Make Payment](#)

Make Payment
If you would like to make an electronic payment, please click GO below.

View Your Bill
For complete details regarding your bill, please click GO below.

Usage History
For a complete overview of your usage, please click GO below.

Account Profile
To manage your account information and billing options, please click GO below.

Your Activity
To view the history of your account activity, please click GO below.

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3. CLICK THE ACCOUNT NUMBER LINK AT BOTTOM OF SCREEN

KPUD
CONNECTING KITSAP

Payment Management
[Logout](#)

Dashboard | Add Credit | My Bill | Usage | Activity | **My Profile** | Contact Us

My Profile

Account Information

If you would like to change your e-mail address or password, click Change below.

Account Information	
Your e-mail address :	<input type="text"/> [Change]
Your Password:	***** [Change]

Your Saved Payment Methods

Below are your payment methods that have been setup. If you would like to remove a saved payment method you may click remove next to the payment method below.

Payment Method	Actions
Add a new payment method for your default account	

Your accounts

If you would like to change any of the accounts associated with this membership, click the account number below to modify the settings.

Default Set who is your default customer when you log in (if you have multiple accounts set up).
Paper Bill Toggle the ability to receive a paper bill in the mail.
Electronic Bill Toggle the ability to receive an electronic bill via e-mail.
Auto Pay Automatically debit your account when your bill is due. [Tell me more.](#)

Account Number	Default Customer	Paper Bills	Electronic Bills	Auto Pay	Remove Account
025787-000	✓	✓	✗	✗	

[Add more accounts](#) to this membership.

To remove an account from your membership, click the Remove next to the account (default accounts cannot be removed).

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4. CLICK THE AUTO-PAY OPTION

The screenshot shows the KPUD website's 'Payment Management' interface. At the top left is the KPUD logo with the tagline 'CONNECTING KITSAP'. At the top right are links for 'Payment Management' and 'Logout'. Below the logo is a navigation menu with options: Dashboard, Add Credit, My Bill, Usage, Activity, My Profile, and Contact Us. The current page is 'My Profile > Account Settings'. The main heading is 'Settings for Account : 020060-000'. There are three sections for bill delivery preferences: 'Paper Bill via Post Office' (with 'Yes' selected), 'Electronic Bill via E-Mail' (with 'Yes' selected), and 'Auto Payment of Bill' (with 'Yes, I would like to activate auto payment' unselected). The 'Auto Payment of Bill' section is circled in red. A 'Submit' button is at the bottom left. At the bottom of the page, there are links for 'Contact Us' and 'Terms of Use', and a copyright notice: 'Copyright © 2016 Springbrook and MerchantTransact. All rights reserved. Powered by Boomerang'.

5. CLICK SUBMIT

6. ON THE NEXT SCREEN ENTER YOUR CARD INFORMATION THAT YOU WOULD LIKE TO ADD FOR AUTO-PAYMENT

7. CLICK THE OPTION, USE THIS PAYMENT INFORMATION TO AUTOMATICALLY DEBIT MY ACCOUNT

8. CLICK ADD PAYMENT METHOD TO THIS CUSTOMER

9. AUTO-PAYMENT WILL BE PROCESSED ON THE DUE DATE OF YOUR BILLING STATEMENT, NO RECEIPT WILL BE SENT TO CUSTOMER