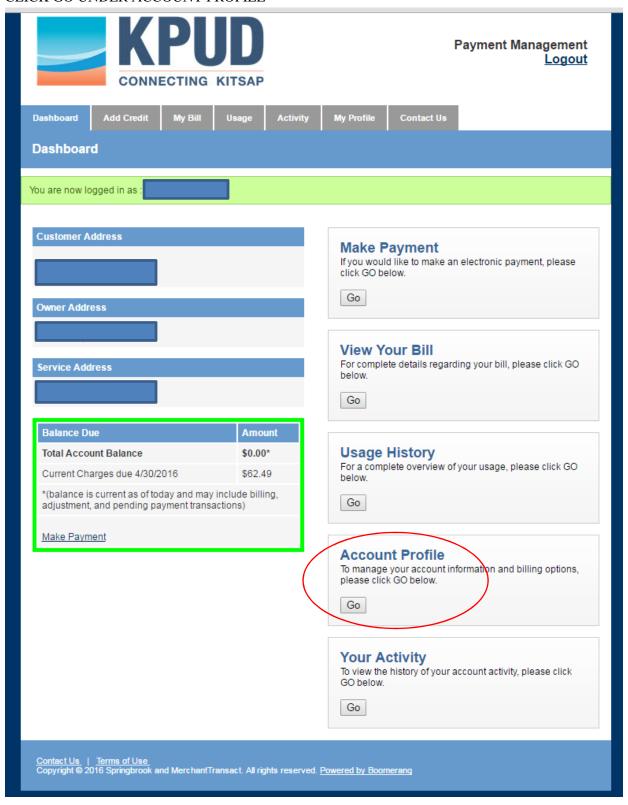CUSTOMERS ALREADY WITH AN ONLINE ACCOUNT
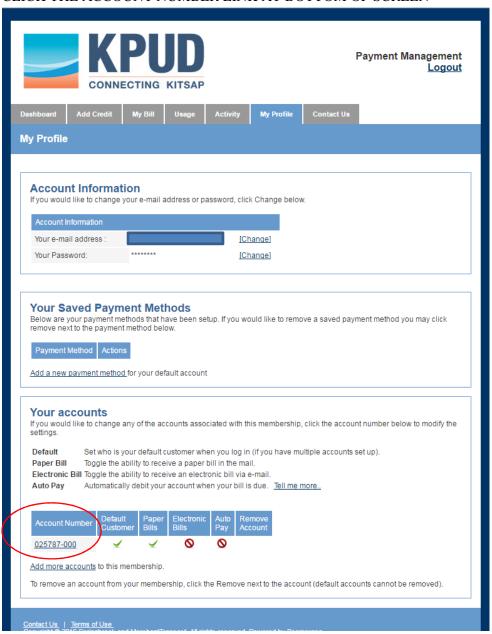
1. CLICK THE "ONLINE PAY" BUTTON ON KPUD'S BILL PAY OPTIONS PAGE
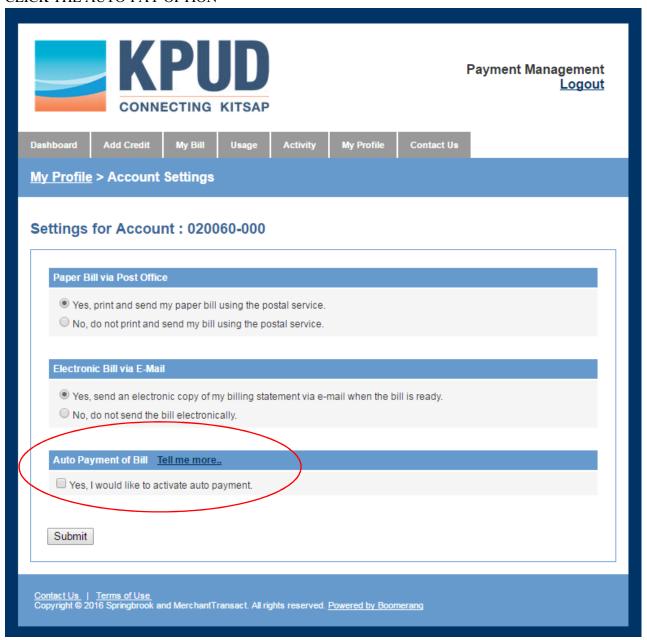
ONLINE PAY
CLICK HERE to pay your
bill now (new window)

2. CLICK GO UNDER ACCOUNT PROFILE

3. CLICK THE ACCOUNT NUMBER LINK AT BOTTOM OF SCREEN

4. CLICK THE AUTO-PAY OPTION

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 DEBITY 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