CUSTOMERS NOT REGISTERED WITH AN ONLINE ACCOUNT

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

2. ON KPUD ONLINE PAYMENT SCREEN, UNDER REGISTRATION OPTIONS CLICK “CLICK HERE” LINK

3. ON NEXT SCREEN ENTER THAT SAYS NEW USERS, ENTER THE INFORMATION REQUESTED
   a. LAST NAME OR BUSINESS (AS IT APPEARS ON YOUR KPUD BILL)
   b. ENTER ACCOUNT NUMBER (AS IT APPEARS ON YOUR KPUD BILL)
   c. EMAIL ADDRESS
   d. CREATE PASSWORD
4. CLICK REGISTER
5. YOU WILL GET AN EMAIL THAT YOU WILL NEED TO VERIFY BEFORE THE ACCOUNT IS SET UP
6. ONCE COMPLETED, USE YOUR EMAIL & PASSWORD TO LOG IN TO ACCESS YOUR ACCOUNT
7. CLICK GO UNDER ACCOUNT PROFILE
8. CLICK THE ACCOUNT NUMBER LINK AT BOTTOM OF SCREEN
9. CLICK THE AUTO-PAY OPTION

10. CLICK SUBMIT

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

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

13. CLICK ADD PAYMENT METHOD TO THIS CUSTOMER

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