

# How to Enroll in AutoPay

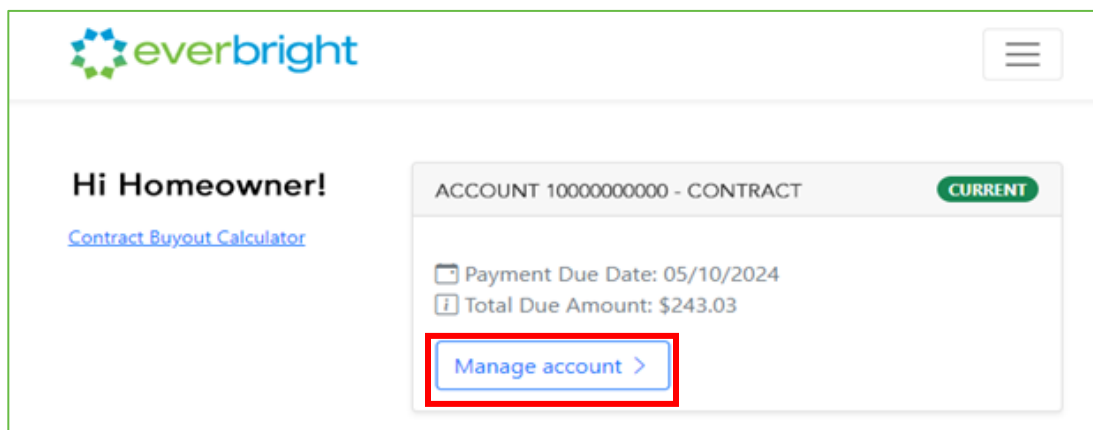


EverBright's AutoPay lets you enjoy the savings and efficiency of your clean energy upgrades without worrying about monthly payments.

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

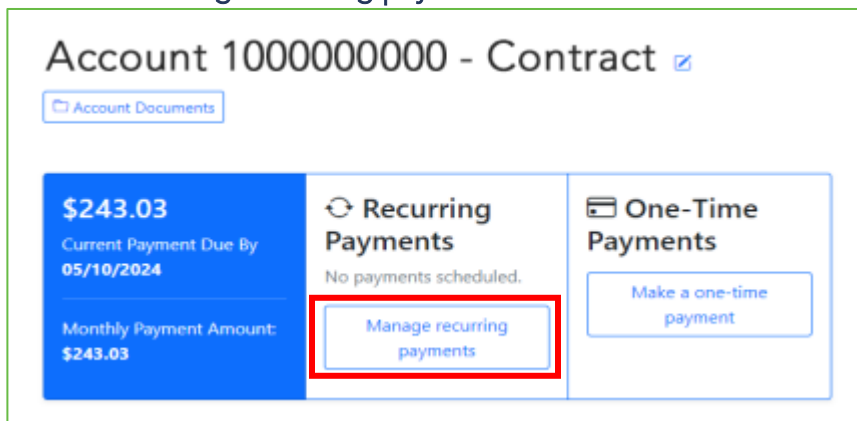
## Step 1: Log in to the billing portal

1. Visit [myeverbright.com](https://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



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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.

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

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## 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

Want to [set up automatic recurring payments](#)? It's quick, easy and convenient!

[+ 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: ▾

Recur every: 1 ▾

Payment Source: ▾

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

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

ⓘ A recurring lease payment can only be scheduled to occur on a monthly frequency. KEEP IN MIND, each time the recurring payment is processed, a single withdrawal is made from your bank account and applied to your EverBright account as specified below.

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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 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.

Account 1000000000 - Contract [✕](#)

[Account Documents](#)

\$243.03

Current Payment Due By  
05/10/2024

Monthly Payment Amount:  
\$243.03

🔄 Recurring Payments

No payments scheduled.

[Manage recurring payments](#)

💳 One-Time Payments

[Make a one-time payment](#)