

Auto Pay - Customer Portal View

Last Modified on 02/02/2023 9:04 am EST

Managing auto pay on the customer portal.

SELECT ACCOUNT 1 of 1: 7675 Navusoft, LLC

SELECT SERVICE LOCATION 1 of 1: 13933 Navusoft, LLC 8100 Washington Ave, Houston TX

\$ 207.98 TOTAL DUE

\$ 92.79 PAST DUE

Submit Payment Today to Avoid Suspension of all Services

Make a Payment
Last Payment: 01-03-2022 - Visa 63458961970_00466G \$ 112.35

Manage Auto Pay (highlighted)

Invoice History

Payment Methods

Reports

RECENT SERVICES

RECENT SERVICES	ID	SERVICE
Thu Jun 30, 2022	3495143	96G Trash Service
Thu Apr 28, 2022	3234037	96G Trash Service
Wed Apr 27, 2022	3228035	65G Recycle Service
Thu Apr 21, 2022	3205051	96G Trash Service
Wed Apr 20, 2022	3199030	65G Recycle Service

[VIEW PREVIOUS AND FUTURE SERVICES](#)

REQUESTS [CLICK HERE TO SUBMIT ONLINE REQUEST](#)

[VIEW ALL REQUESTS](#)

Manage Auto Pay

From the Manage Auto Pay tool, customers can manage the payment method for their account.

Manage Auto Pay

Enable Auto Pay: Scheduled Day:

*Payment Account:

Day Of Month:

[Add Payment Account](#) [Save](#) [Close](#)

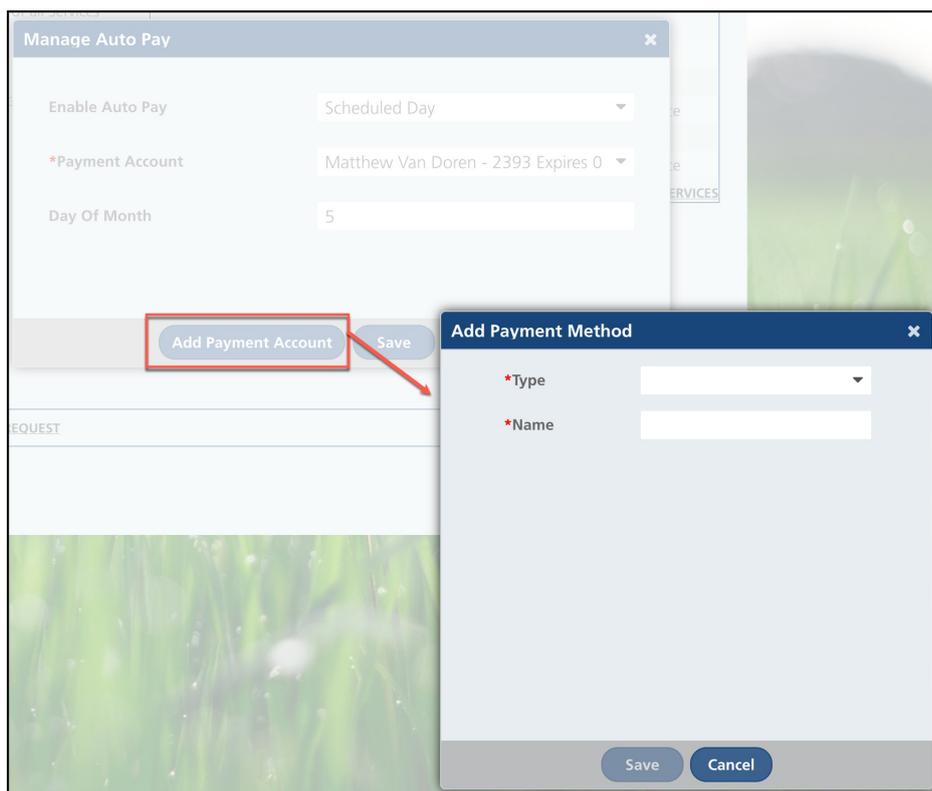
1. Click on **Manage Auto Pay** and the Manage Auto Pay popup editor will display.
2. Select the **Enable Auto Pay** drop down and select from the following options:
 - No - If selected, auto pay will not be enabled for the customer's account.
 - At Billing - If selected, auto pay will process payments when the account is billed.
 - Scheduled Day - If selected, auto pay will process payment for the account on the day of the month the customer has entered.
 - If selected, Day of Month field displays. Enter the day of the month they would like your payment processed.
3. Select a **Payment Account** from the drop down.
 - If no payment account is available, or a new payment account should be used, select 'Add Payment Account'.
4. Click **Save**.

Add Payment Account

Add a bank account or credit card to be used for auto pay processing.



Payment accounts can also be added from the Portal home screen by selecting **Payment Methods**.



1. Select **Add Payment Account** from the Manage Auto Pay editor.
2. Select the **Type** of payment method. Options include:
 - Credit Card
 - Bank Account
3. Complete all required payment fields for the selected payment option.
4. Click **Save**.

