


How to Enroll in Auto-Debit and Paperless Billing QUICK GUIDE

1. Login to your account.
2. Click on "My Profile" across the top.
3. Click on your Account Number under the 3rd section, "Your Accounts".

Dashboard Add Credit My Bill  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" value="pudcustomerservice@thurstonpud.org"/> [Change]
Your Password:	<input type="password" value="*****"/> [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
My Credit Card (Credit Card ending in : 8642) Exp: 3/2019	Edit Remove

[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
 016851-000	✓	✗	✓	✓ My Credit Card	

[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).

4. Under Paper Bill via Post Office, change the selection to "No, do not print and send my bill using the postal service".
5. Under Electronic Bill via E-Mail, change the selection to "Yes, send an electronic copy of my billing statement via e-mail when the bill is ready."
6. Check, "Yes, I would like to activate auto payment."

- 7. Select an existing payment method.
- 8. Click "Submit".

Settings for Account : 016851-000

Paper Bill via Post Office

Yes, print and send my paper bill using the postal service.

No, do not print and send my bill using the postal service.

Electronic Bill via E-Mail

Yes, send an electronic copy of my billing statement via e-mail when the bill is ready.

No, do not send the bill electronically.

Auto Payment of Bill [Tell me more..](#)

Yes, I would like to activate auto payment.

Select an existing payment method

My Credit Card (Credit Card ending in : 8642) Exp: 3/2019

Add a new payment method

If you would like to add a new payment method for auto payment of this account [click here](#).

- 9. Send us an email at PUDCustomerService@ThurstonPUD.org so we can apply the credit! In the subject line put "\$5". In the body just write your name and account number.

To...

Cc...

Bcc...

Subject

John Doe
016851-000

Congratulations! You just saved \$5.