

Setting Up Auto Pay on the Customer Portal

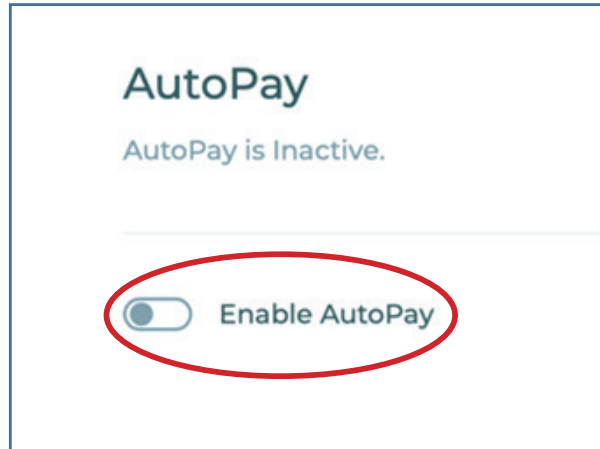
Thank you for choosing Firefly's easy and convenient Auto Pay option. Once you are enrolled, your payment will be drafted from the account on file on the 15th of each month. Follow the steps below to enroll and rest assured that your payment will never be late.

1 Login to the Customer Portal using your Username & Password

2 Select the Auto Pay Icon

3

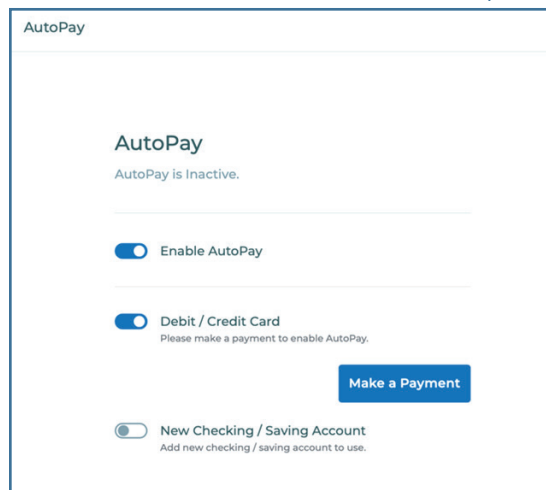
Use the toggle to “Enable Auto Pay”



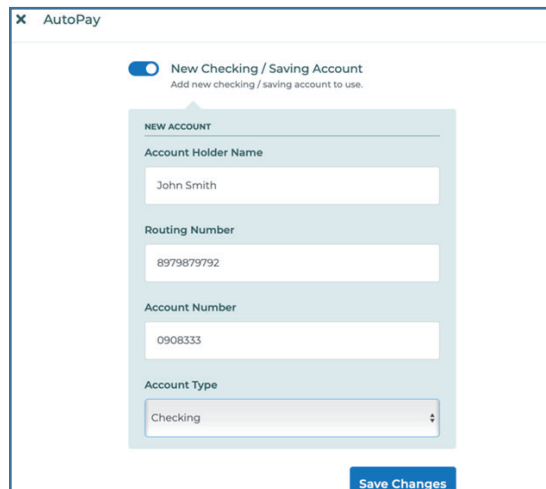
4

Choose Auto Pay option, Debit/Credit Card or ACH

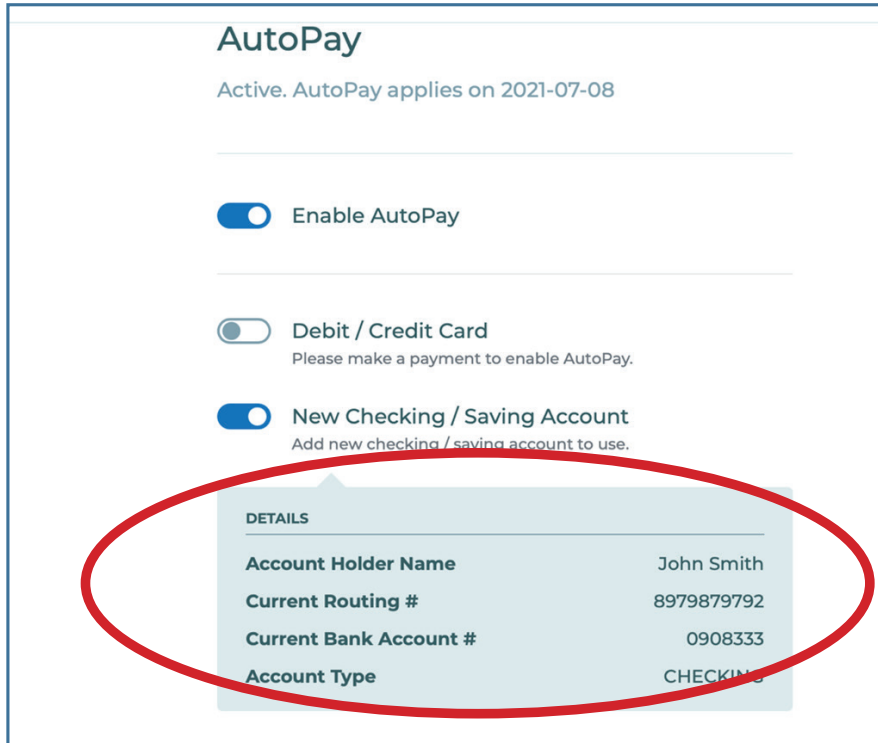
Debit/Credit Card Example



ACH Example



5 Upon entering “New Checking/Saving Acct” info, a confirmation screen will show



AutoPay
Active. AutoPay applies on 2021-07-08

Enable AutoPay

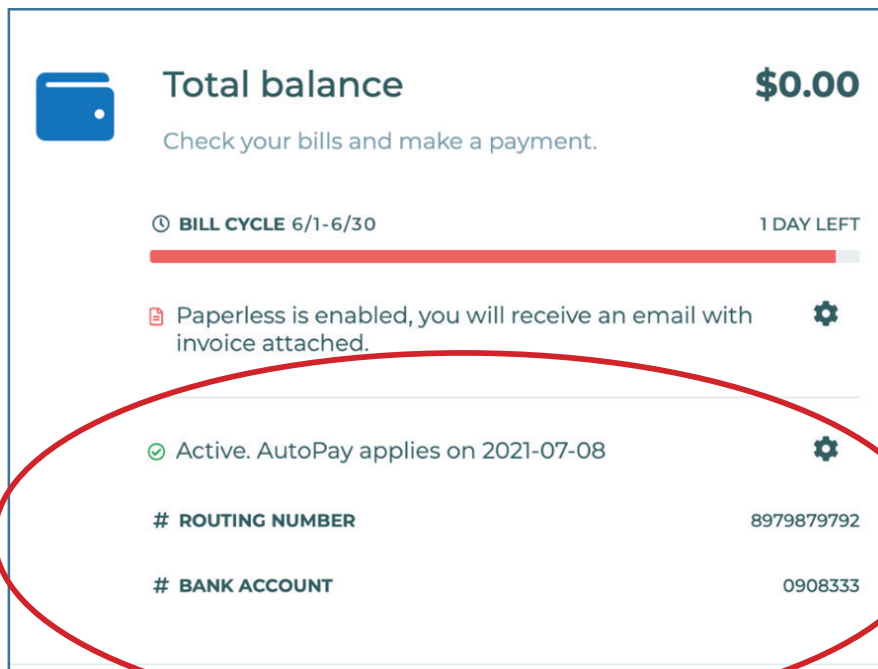
Debit / Credit Card
Please make a payment to enable AutoPay.


New Checking / Saving Account
Add new checking / saving account to use.


DETAILS



Account Holder Name	John Smith
Current Routing #	8979879792
Current Bank Account #	0908333
Account Type	CHECKING



6 Final confirmation, “Auto Pay” will show as Active with bank information



 **Total balance** **\$0.00**
Check your bills and make a payment.

 **BILL CYCLE** 6/1-6/30 1 DAY LEFT

 Paperless is enabled, you will receive an email with invoice attached. 

 Active. AutoPay applies on 2021-07-08 

# ROUTING NUMBER	8979879792
# BANK ACCOUNT	0908333