## Updating WES Autopay Online

First follow the link to get to the Clackamas Water Environment Services Utility Billing site: <u>https://www.municipalonlinepayments.com/clackamaswes/utilities</u>.

Once on the site click the 'Sign In/Register' button in the upper right hand corner of the window.



On the login screen enter your email and password and click the 'Login' button. If you've forgotten your password instead click on the 'Forgot Password?' link.





Don't have an account? Register

Once you've logged on click on the 'Manage auto pay' button on the right side of the window.



On the manage auto pay page, click the three vertical dots next to the draft date under the 'Enrolled' heading and then click the 'Update Payment Info' button in the drop down that appears.

Enrolled			Announce
150 BEAVERCREEK RD # 430	Balance \$37.22	Draft date 3/20/2023	:
			Update Payment Info
			Postpone Auto Pay
			Cancel Auto Pay

On the 'Update auto pay' page click the 'Payment day' drop down and select a new date. The site will no longer allow you to select a day later than the 20<sup>th</sup> to ensure your account does not accrue late fees or penalties.

## Payment day

I want my payment to draft on this day every month

1st	<u> </u>
1st	
2nd	
3rd	
4th	

Once a new day has been selected you will have to reenter your credit card's security code and then click on the 'Update info' button.

## Payment day

I want my payment to draft on this day every month

Payment day				•
Your first draft will be 3/19/2023.				
Payment Method				
<ul> <li>VISA Visa</li> <li>Enter new Credit card</li> </ul>		☆		Î
	Cancel	U	odate i	nfo

The draft date on the main 'Manage auto pay' page should now reflect the newly selected date. You will also receive an email notifying you of the change.

Enrolled			
150 BEAVERCREEK RD # 430	Balance	Draft date	*
	\$37.22	3/19/2023	*