

How do I add a payment method to my wallet in Customer Portal?

Description:

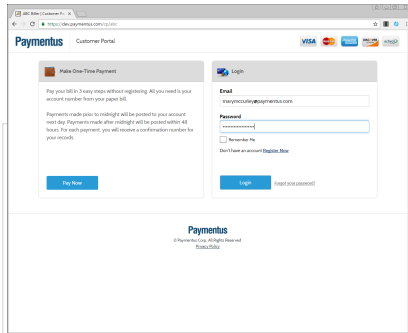
This guide will help you add a Payment Method into your Wallet. Wallet entries are used to determine what payment is used to pay your bills.

Background Information:

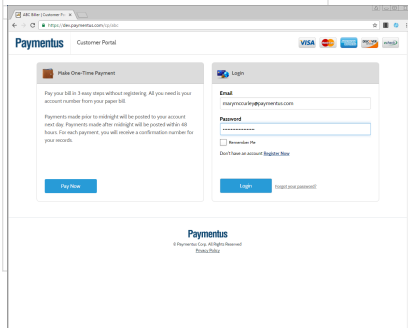
At least 1 Wallet entry is required to make a payment or setup Scheduled Payments (AutoPay). This feature may or may not be available depending on the system configuration.

Step-By-Step Guide:

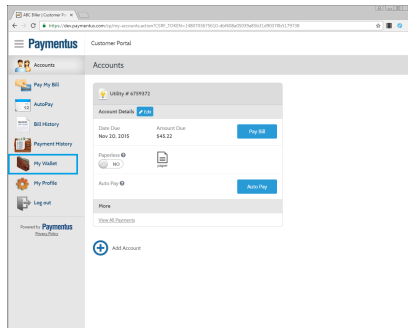
1) Open the Customer Portal link that was provided



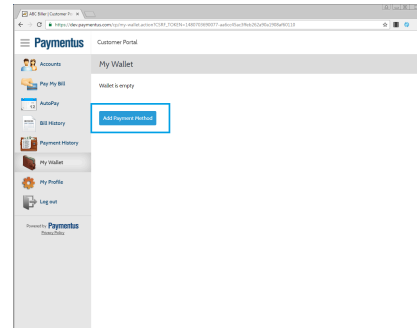
2) Enter your Customer Portal Email and Password on the right side of the screen. Click the Login button.



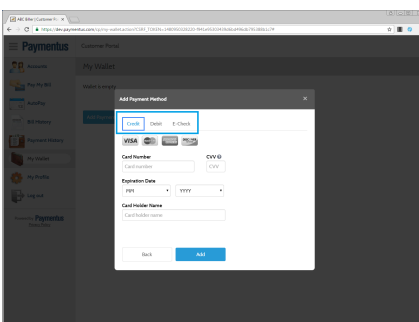
3) Click on My Wallet



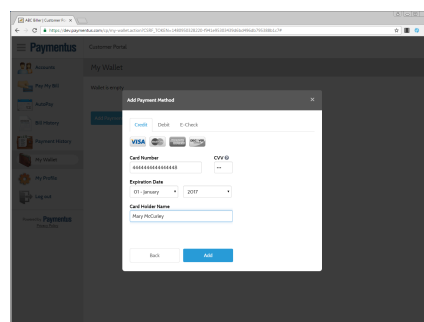
4) Click on "Add Payment Method" button



5) Select the Payment Method for the payment type



6) Enter card/account information and click on the "Add" button



7) To add more Wallet entries, Click on the "Add Payment Method" button, otherwise click on the "Log out" icon

