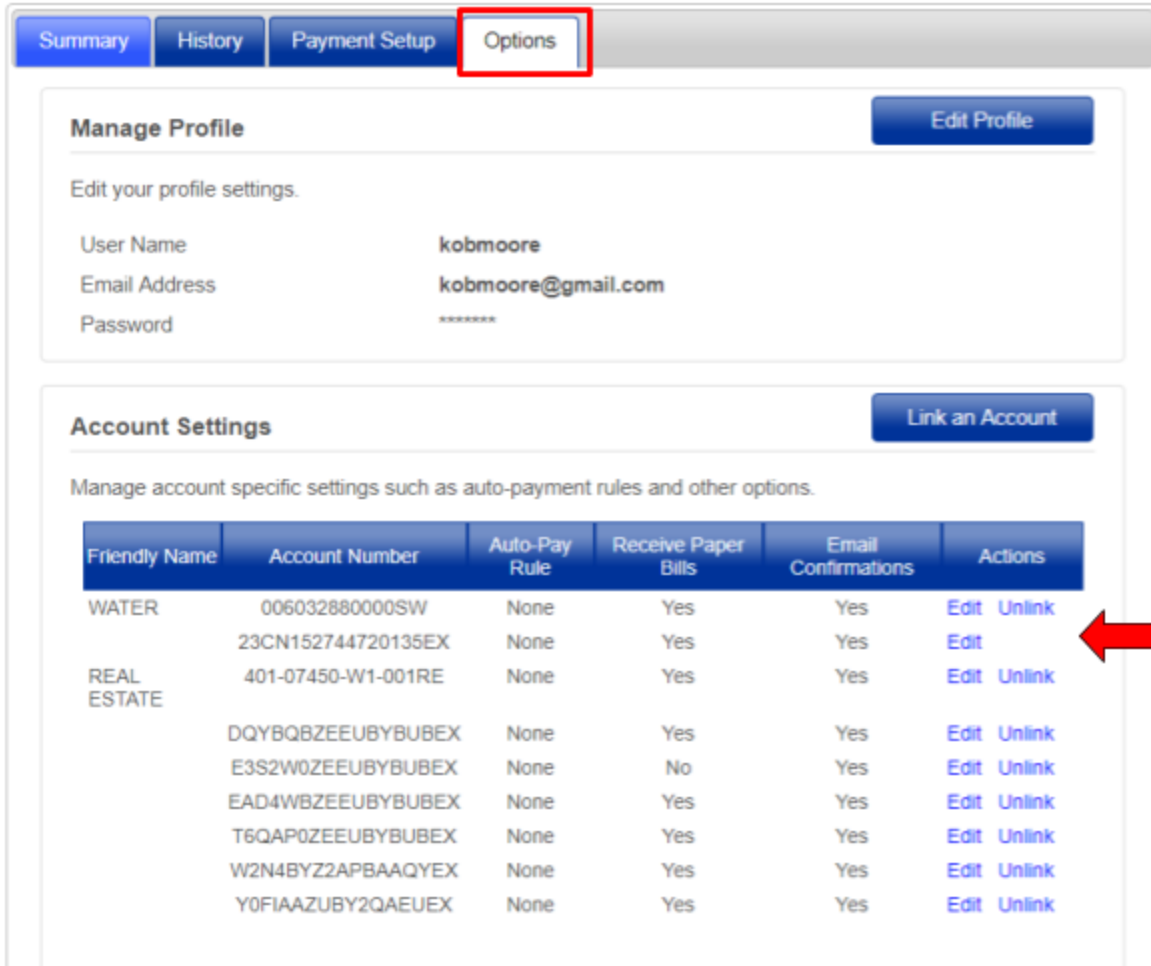


How to Setup Automatic Payments

1. Go to <http://wspringfieldma.billtrust.com> and login to your account
2. Click on the options tab and click edit on the account you would like to setup automatic payments.



The screenshot displays a web interface with a navigation bar at the top containing tabs for 'Summary', 'History', 'Payment Setup', and 'Options'. The 'Options' tab is highlighted with a red box. Below the navigation bar, there are two main sections: 'Manage Profile' and 'Account Settings'. The 'Manage Profile' section includes an 'Edit Profile' button and fields for 'User Name' (kobmoore), 'Email Address' (kobmoore@gmail.com), and 'Password' (masked with asterisks). The 'Account Settings' section features a 'Link an Account' button and a table of accounts. A red arrow points to the 'Edit' link in the 'Actions' column for the 'REAL ESTATE' account.

Friendly Name	Account Number	Auto-Pay Rule	Receive Paper Bills	Email Confirmations	Actions
WATER	006032880000SW	None	Yes	Yes	Edit Unlink
	23CN152744720135EX	None	Yes	Yes	Edit
REAL ESTATE	401-07450-W1-001RE	None	Yes	Yes	Edit Unlink
	DQYBQBZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	E3S2W0ZEEUBYBUBEX	None	No	Yes	Edit Unlink
	EAD4WBZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	T6QAP0ZEEUBYBUBEX	None	Yes	Yes	Edit Unlink
	W2N4BYZ2APBAAQYEX	None	Yes	Yes	Edit Unlink
Y0FIAAZUBY2QAEUEX	None	Yes	Yes	Edit Unlink	

Setup your auto pay rules. Specify which checking account you would like to use and give it a payment threshold. **Automatic payments will not take effect until the next billing cycle and it is always recommended to check and make sure payments processed.**

Edit Account Settings (006032880000SW) ✕

Account Settings

Friendly Name

Receive Paper Bills

Email Payment Confirmations

Manage Auto-Pay Rule

Set up auto-pay to pay your bills automatically as long as the bill amount is below the payment threshold.

Payment Threshold [Threshold Guidelines](#)

Payment Account [Payment Account Guidelines](#)

Terms and Conditions

You authorize us to automatically debit the amount due if it is under the payment threshold specified or other criteria you specify from the designated bank account each billing period. The amount to be paid will not exceed the payment threshold that is defined by you. You will receive a bill that will advise you on the amount as well as the due date during each billing period. You also agree to the terms and conditions of the Subscriber Agreement.

I have reviewed and agree to Terms and Conditions listed above.

Your auto-pay settings will take effect during your next complete billing cycle. If you have an open balance, you will need to pay it for the current billing cycle.