

Setting up AutoPay

Select the payment & agree to terms and enroll.

This needs to be done for both water and HOA accounts

Enroll in AutoPay - The Tanglewood Lake Association

[Back to Payment Plans & AutoPay](#)

Payment Type

Payment Type

Account Number

CID

Payment Profile

Payment Profile

Enroll in AutoPay

i To enroll in NCR AutoPay, you will need to provide your account information, select a Payment Profile, and agree to the NCR Payment Terms of Service. You may stop AutoPay payments at any time; however, payment may still be due.

I agree to [Payment Terms of Service](#) and authorize this payment.

➔ Enroll in AutoPay

Select the payment method (Checking or Credit) that you want to use for this Autopay

Agree to terms and select **Enroll in AutoPay**

Setting up Auto Pay

Once the payment method(s) have been set up, you can enroll in Auto Pay if desired

Auto pay is an option that will automatically pay the bill on the due date. Once you set up auto pay (either via credit card or eCheck), you don't need to do anything when you receive your bill.

Auto pay is only an option, it is not a requirement

Now go to the home screen to set up auto pay

The screenshot shows a web interface for managing utility accounts. At the top, it says "My Accounts". Below that is a section titled "Account List" with a "Menu" icon. A green bar displays "Total Balance for All Accounts: \$0.00" and a "Pay All Now" button. The main account is "Account #39-0: Water" with a "Menu" icon. Below the account name, it shows "John Smith" and "9999 Tanglewood Tr". To the right, there are labels for "Amount D" and "Due Date:". A dropdown menu is open from the "Menu" icon, listing options: "Change Bill Type", "Manage AutoPay", "Remove Account", and "Account History".

Select "Manage AutoPay" from the menu on the right of the blue bar

Note: Setting up Autopay in water will NOT carry over to HOA Autopay (and visa versa). You MUST set up Autopay for both water and HOA if desired.

Setting up Auto Pay

Once you are enrolled, you will see the following screen verifying the enrollment

Additional Options

- [Cancel AutoPay Enrollment](#)

AutoPay - AutoPay Account Number: **999-0**

Account Number

999-0

CID

9999

Last Payment: No previous payments found

Next Payment: No future payments found

Payment Schedule: AutoPay

Total Amount Originally Scheduled: \$0.00

Total Amount Remaining: \$0.00

Last Modified: 4/11/2025

[Edit Plan Name](#)

Payment Method

John Smith

Checking ** 1234 (Primary)

Billing Address

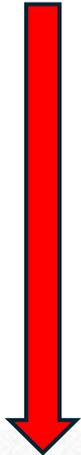
JohnSmithXX@gmail.com

[Add Backup Payment Method](#) | [Change Payment Methc](#)

Auto Pay

Now you can see that the payment is set up by going to Manage AutoPay. The example below shows a \$118.08 payment that will be paid on 5/11/2025

Note: The bottom screen may not be updated until the next day



Payment Plans & AutoPay Association

My Accounts

Account List Menu

Total Balance for All Accounts: **\$118.08** Pay All Now

Account **xxx** Water Menu

John Smith
9999 Tanglewood Tr

Amount Due: **\$118.08**
Due Date: **5/11/2025**

Services: Capital Improvement Charge, EPA Charge, Water

- Change Bill Type
- Manage AutoPay**
- Remove Account
- Account History

Type	Payment Method	Status	Previous Payment	Next Payment	Payment Type	Payment Identifier	Last Modified	Action
AutoPay	Checking ***** 1234	Active	None	\$118.08 - 5/11/2025	Water Payments	999-0	4/11/2025	Edit Cancel
AutoPay	Checking ***** 1234	Active	None	None	HOA Dues	999-0	4/11/2025	Edit Cancel

Auto Pay

You can also see your AutoPay status by selecting the View details on the home screen

The screenshot displays a user interface for managing utility accounts. At the top, there is a 'Menu' icon and a 'Pay All Now' button. Below this, two account cards are shown for 'John Smith' at '9999 Tanglewood Tr, Chagrin Falls, OH 44023'. The first card is for a 'Water' account, and the second is for an 'HOA' account. Both cards show 'Amount Due: \$0.00' and 'Due Date: N/A'. Each card has a 'View Details' button and a 'Pay Now' button. Two large red arrows originate from the 'View Details' buttons on the account cards and point towards the right side of the screen. On the right side, there is a section titled 'Add an Account' with input fields for 'Account Number' and 'CID', and a green 'Add Account' button.

Once you select “View Details” you will see the screen on the next slide

Auto Pay

Now you can see that the payment is set up for AutoPay. The example below shows a \$118.08 payment that will be paid on 5/11/2025

Current Balance

\$118.08

Due Date

05/11/2025

\$ Make a Payment

[Manage AutoPay Settings](#)

Account Number

xxx

John Smith

9999 Tanglewood Trl

Service Dates

12/31/2024 - 04/01/2025

Services

Capital Improvement Charge,
EPA Charge, Water

Enrolled in paperless billing. Thanks for saving a tree. [Change](#)

Enrolled in AutoPay!