

Setting Up AutoPay on the Customer Portal

1. Go to our website **pwsd1jeffco.com**
2. Click on **Bill Payment**
3. Click on **Pay Your Bill Now**
4. Log on to the **Customer Portal**
5. Once logged in, click on the **top right corner** of the page, it should say your name
6. Select **Payment Methods**
7. From there, you will be able to update or switch the bank account used for AutoPay
8. Click on the **top right corner** of the screen again
9. Click on auto **AutoPay settings** and make sure the right account is selected
10. Click on **I Agree**