



Are you ready to set up your AutoPay?

It's very easy to set up.
Just follow these **four steps**:

01 **ASK THE STAFF**

Upon arrival at the office, let the front office staff know you would like to register for AutoPay.

02 **AUTHORIZE YOUR CARD**

Review the authorization form on the terminal and tap/swipe/insert the card to be used for AutoPay.

03 **PICK YOUR SETTINGS**

Together with the staff, you can set up your payment settings.
(default amount, etc.)

04 **ALL SET!**

Once you've completed the set up, the card will be processed based on your payment settings.