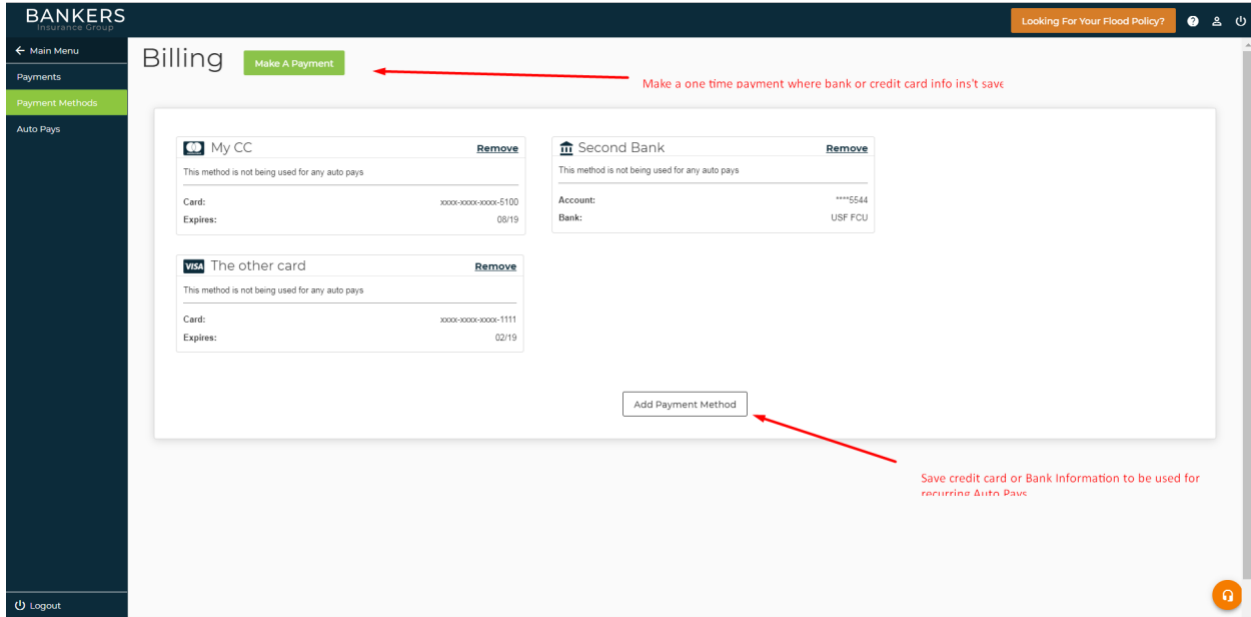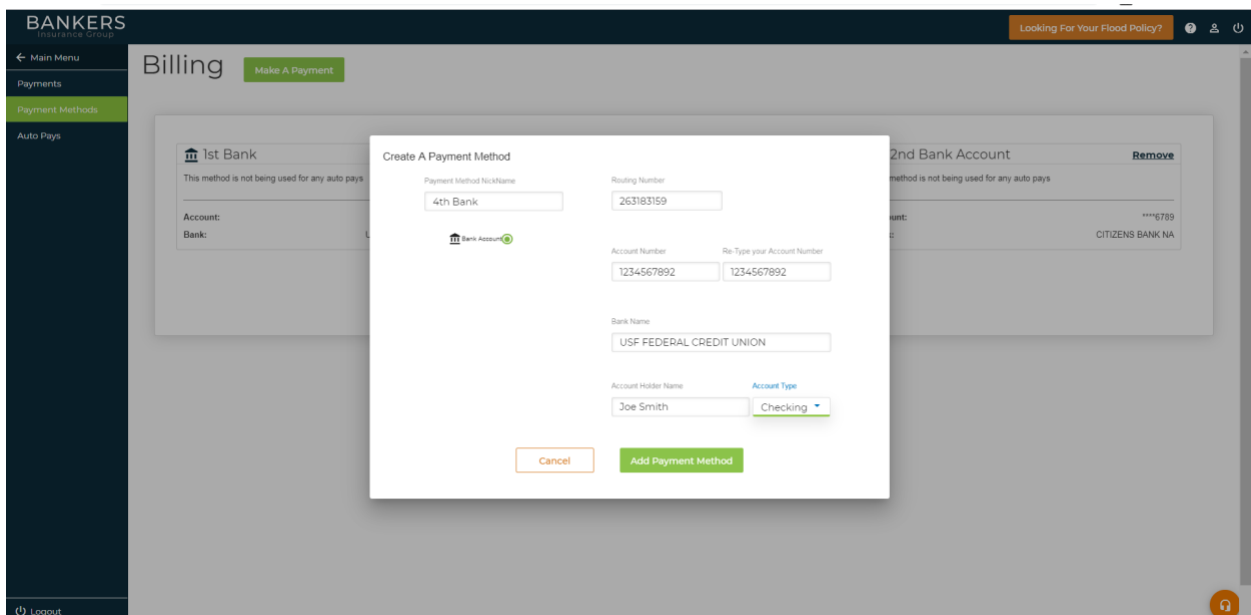# Autopay Setup

To setup Autopay for a Bank Account you must first create a Payment Method by selecting the Payment Methods tab. From this tab you can also make a one-time payment using a Credit card or Bank Information.
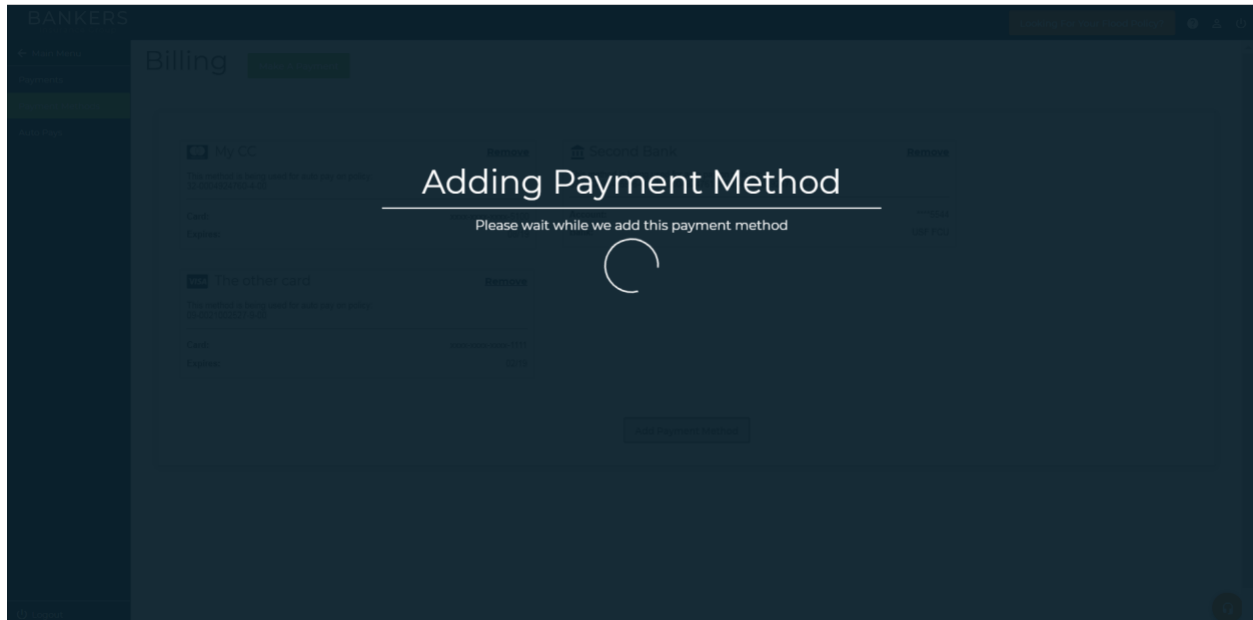

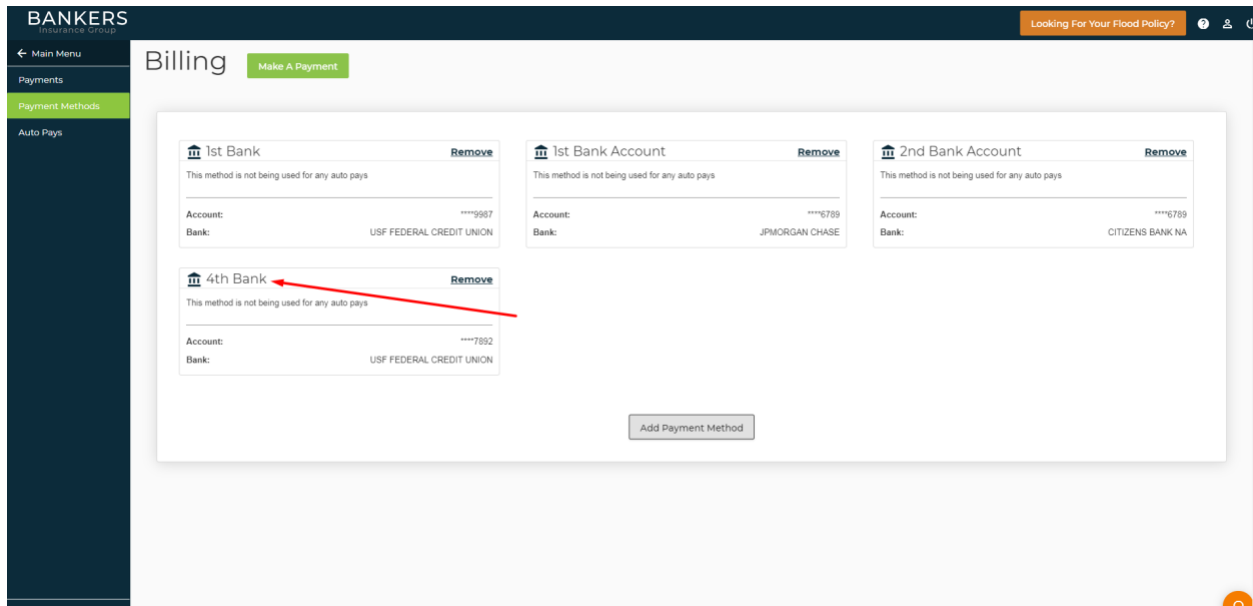Add Payment Method (Bank Account Information)

After you click on Add Payment Method you should see the following popup. Create a Nickname for your payment method such as "Bank of America", "4th Bank" that easily identifies bank payment method for future use.
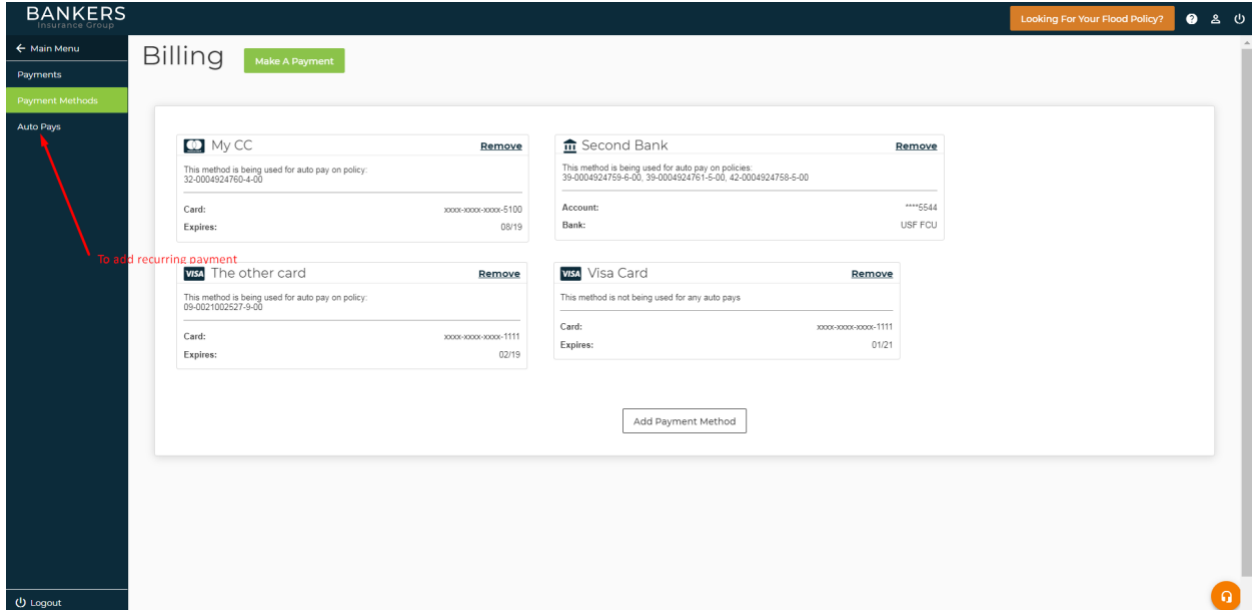
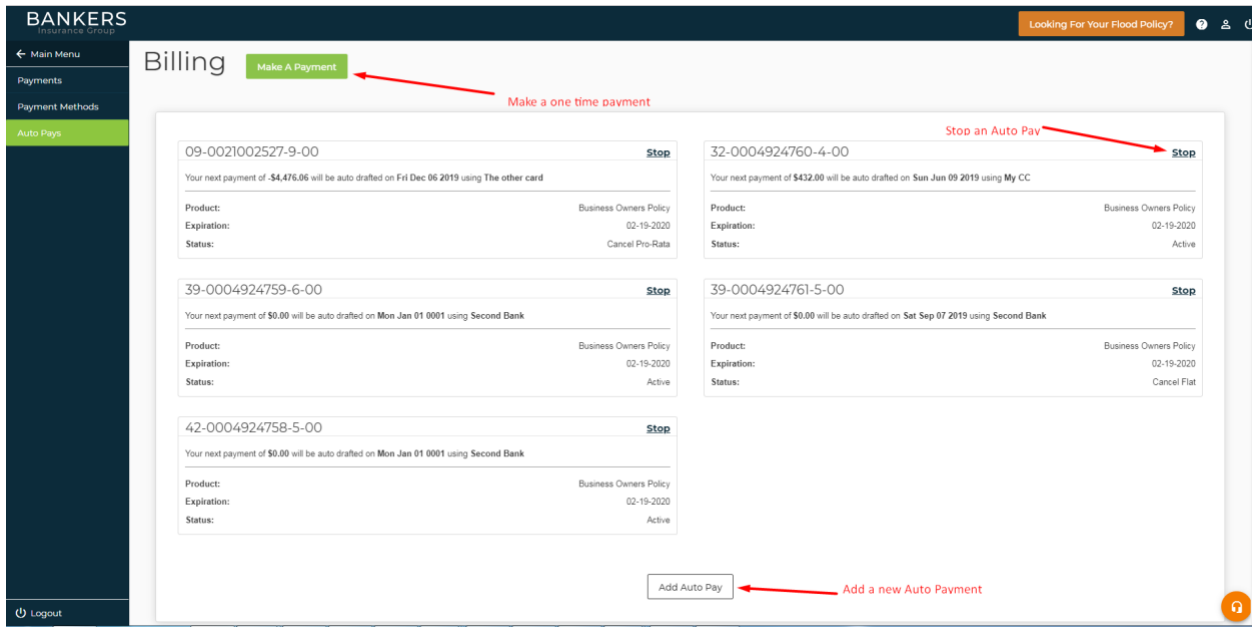You will see a popup as your payment method is added.

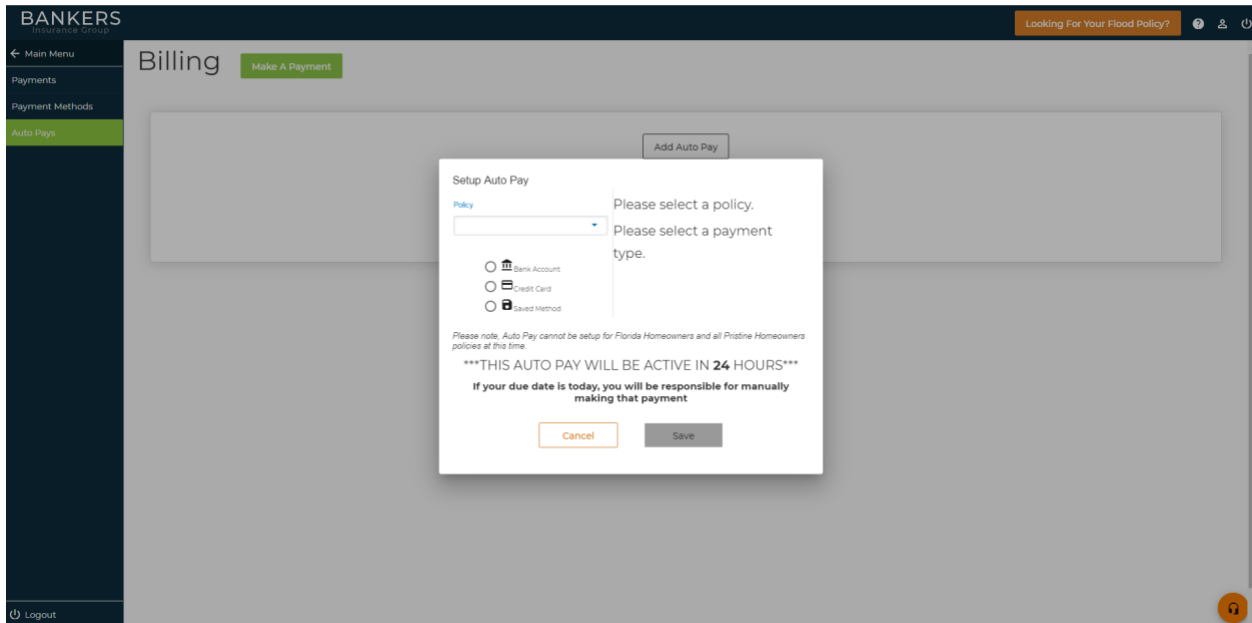Your payment method has been successfully added.

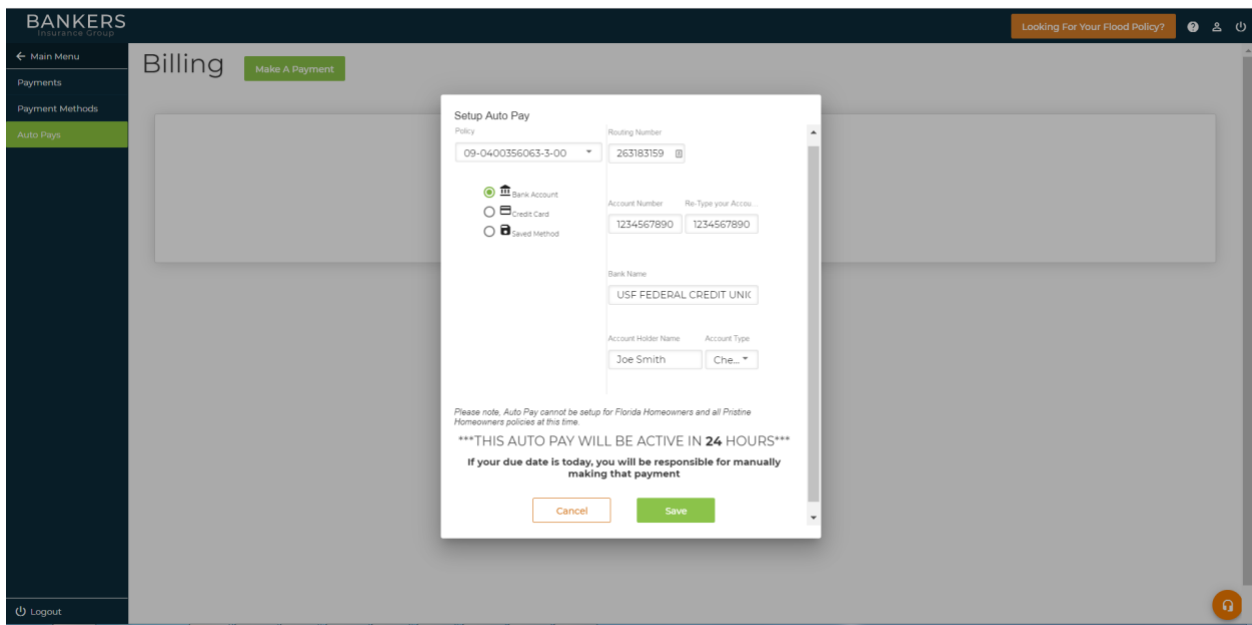To add an auto pay select Auto Pays tab on left side navigation:

From the Auto Pays screen you can make a one time payment, create new Auto Pays or Stop an existing Auto Pays.
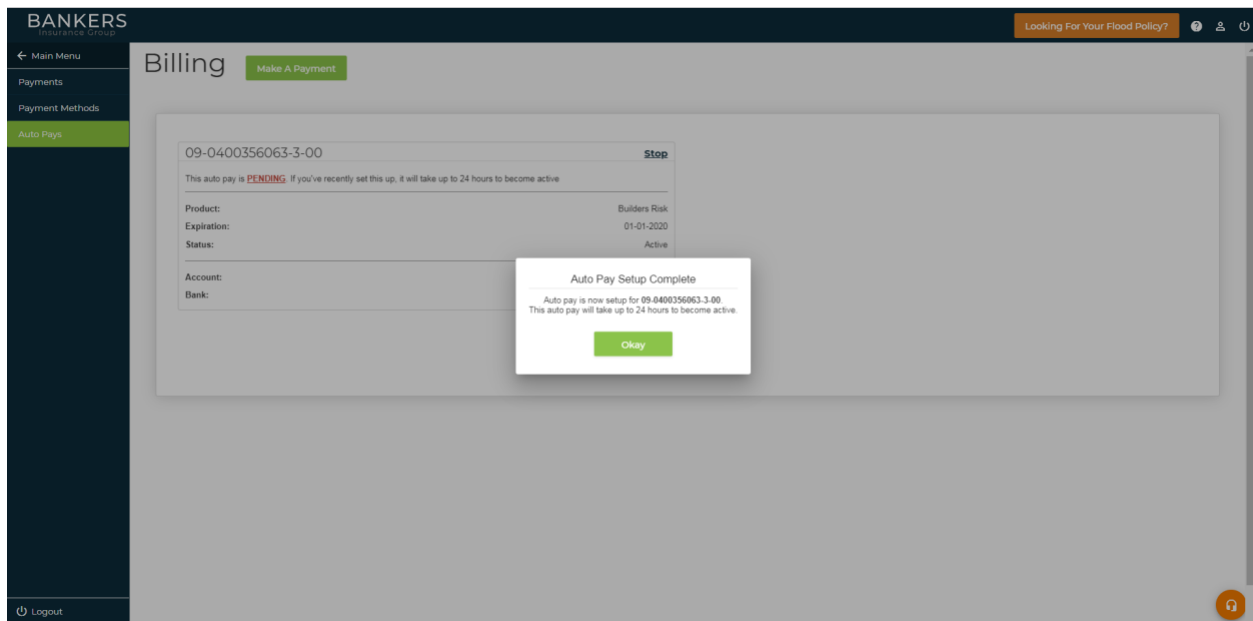
To Add an Auto Pay click on the Add Auto Pay button:

Once you have selected a valid policy and payment method the policy information and payment information will appear on the left side of the card. You can either use a bank account , credit card or a previously saved bank account (saved payment) to setup your autopay.

Upon clicking save you will receive a confirmation message that your Auto Pay has been saved and it will appear on the Auto Pays screen. An Auto pay that is setup on the due date of a given policy will not be setup until the following month.

The auto pay will not be enabled until the following day and the first payment will come out on your next due date. If you have a payment due on the day you are setting up your auto pay make sure to make a manual one time payment.

If you wish to stop an auto pay you can click on the stop button on any auto pay card and you will receive a prompt warning you that you will need to make the next payment manually. You can setup a new auto pay to do this also if you wish after stopping an auto pay.