

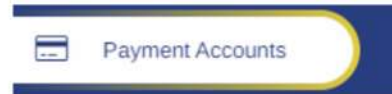
# How to Set Up AUTO PAY

*A Step by Step Guide to the Priority Payment Portal - Auto Pay*

Step 1: Login to your Priority Account

Sign In

Step 2: Click the Payment Accounts Tab



Step 3: Click Save New Card Button

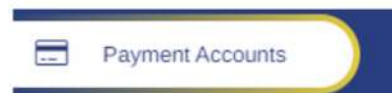


Step 4: Fill out Credit Card Information and Submit

Step 5: Once you see this message - your Credit Card is saved!



Step 6: Click the Payment Accounts Tab



Step 7: Click Auto Pay Button to ON

If AutoPay is turned on then we will take payment automatically from your default account. Changes made to your AutoPay setting may not take effect immediately. Existing invoices will not be updated with AutoPay changes.

**Saved Card/Account**

Auto Pay  OFF

Auto Pay  ON

**You are now enrolled in Auto Pay with Priority!**



Any questions about your billing or trouble creating your account?

Call (586) 228-1200.  
We are happy to assist you!