#### **ENROLL IN AUTOMATIC PAYMENTS (EZ-PAY)**

Take advantage of automatic payment of your invoices by enrolling in EZ-Pay accessed through your myResource account. Payment will be made on the due date of each invoice for your balance due. You will receive an email notification of each payment.

#### Steps to enroll in automatic payments

#### 1 Access EZ-Pay

- · Log into your myResource account
- Select EZ-pay



#### 2 Select Recurring Payment

Select Recurring Payment at the top of the screen

Recurring Payment Setup

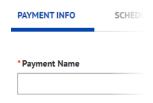
# 3 Create New Recurring Payment

Select Green box on the upper left of your screen



# 4 Payment Info

- Add a payment name for your recurring autopayment. The name can be anything (i.e. bank name).
- Select Continue



# 5 Schedule

- Keep the defaults. Payments will be made on the due date of your invoice(s) for the exact amount due.
- Select checkbox for Send me a reminder at the bottom of the screen
- Select Continue

Send me a reminder	1	~	days before payment is to be processed

# **6** Additional Payments

- Please leave blank to avoid overpayment
- · Select Continue

Continue

# 7 Payment Method

- Select your payment method or add a payment method
- · Select Continue

Payment Method	◆ Add
	~

#### 8 Authorizations

- · Read 'Billing Authorization'
- Select checkbox to agree to terms and conditions
- Select Continue

#### 9 Review

- · Review autopayment
- Select Finish

Finish

For additional EZ-Pay information, refer to EZ-Pay Quick Start Guide or reach out to ar@icwgroup.com for assistance.

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