

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



View/Pay a bill with EZ-Pay™

EZ-Pay™ is a seamless way to organize payments.



### 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

[Create New Recurring Payment](#)

### 4 Payment Info

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

PAYMENT INFO

SCHEDULE

\* Payment Name

### 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  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

☒ By checking this box you agree to the terms and conditions stated above.

### 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](mailto:ar@icwgroup.com) for assistance.

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