






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

Access EZ-Pay	<ul style="list-style-type: none"> Log into your myResource account Select EZ-pay 	 <p>View/Pay a bill with EZ-Pay™ EZ-Pay™ is a seamless way to organize payments.</p> 
Select Automatic Payment	Select Automatic Payment at the top of the screen	Automatic Payment Setup
Create New Automatic Payment	Select Green box on the upper left of your screen	
Payment Info	<ul style="list-style-type: none"> Add a payment name for your automatic payment. The name can be anything (i.e. bank name). Select Continue 	<p>PAYMENT INFO SCHEDULE</p> <hr/> <p>* Payment Name</p> <input data-bbox="1138 1083 1390 1125" type="text"/>
Schedule	<ul style="list-style-type: none"> 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 	<input checked="" data-bbox="1122 1220 1146 1251" type="checkbox"/> Send me a reminder <input data-bbox="1263 1220 1317 1251" type="text" value="1"/> days before payment is to be processed.
Additional Payments	<ul style="list-style-type: none"> Please leave blank to avoid overpayment Select Continue 	
Payment Method	<ul style="list-style-type: none"> Select your payment method or add a payment method Select Continue 	<p>Payment Method + Add</p> <input data-bbox="1122 1472 1495 1493" type="text"/>
Authorizations	<ul style="list-style-type: none"> Read 'Billing Authorization' Select checkbox to agree to terms and conditions Select Continue 	<input checked="" data-bbox="1122 1560 1146 1591" type="checkbox"/> By checking this box you agree to the terms and conditions stated above.
Review	<ul style="list-style-type: none"> Review autopayment Select 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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