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Enabling Automatic Payments in myMetronet Portal

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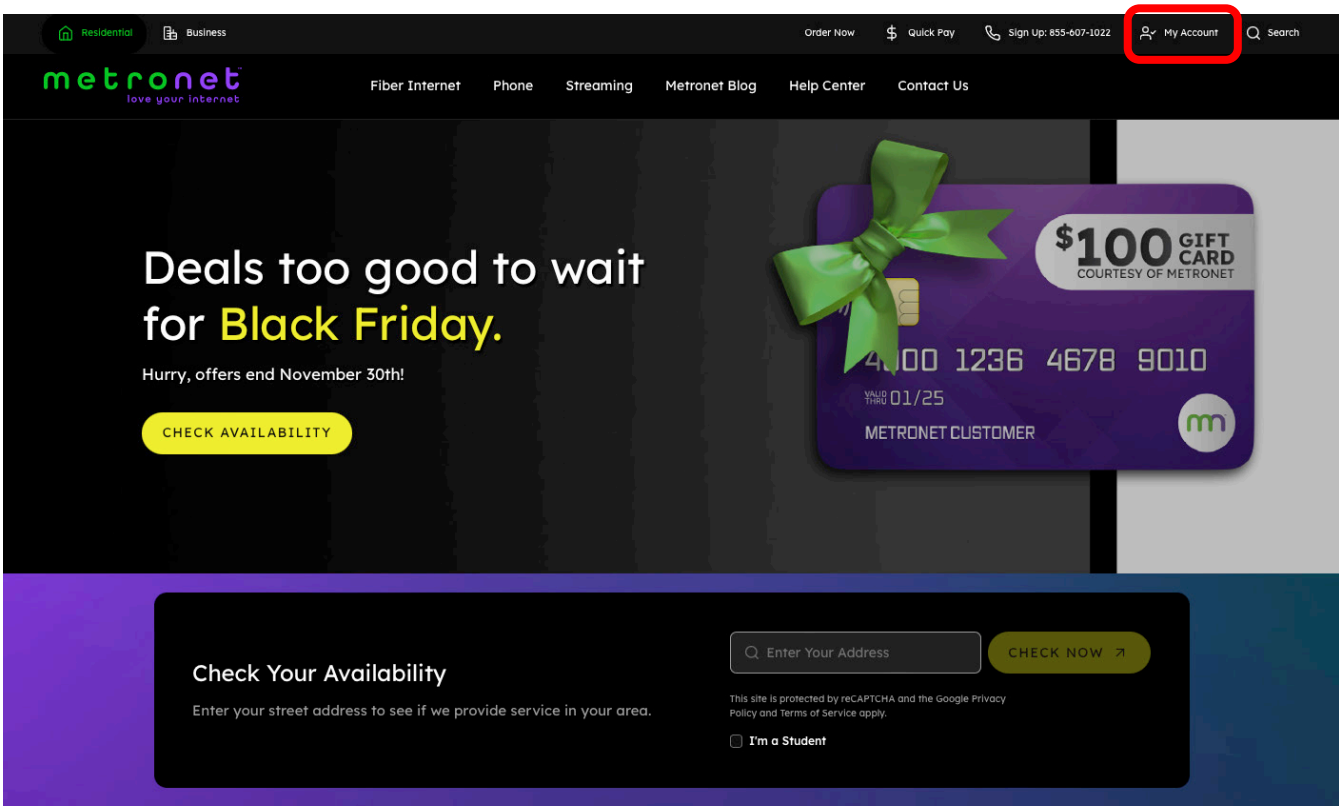
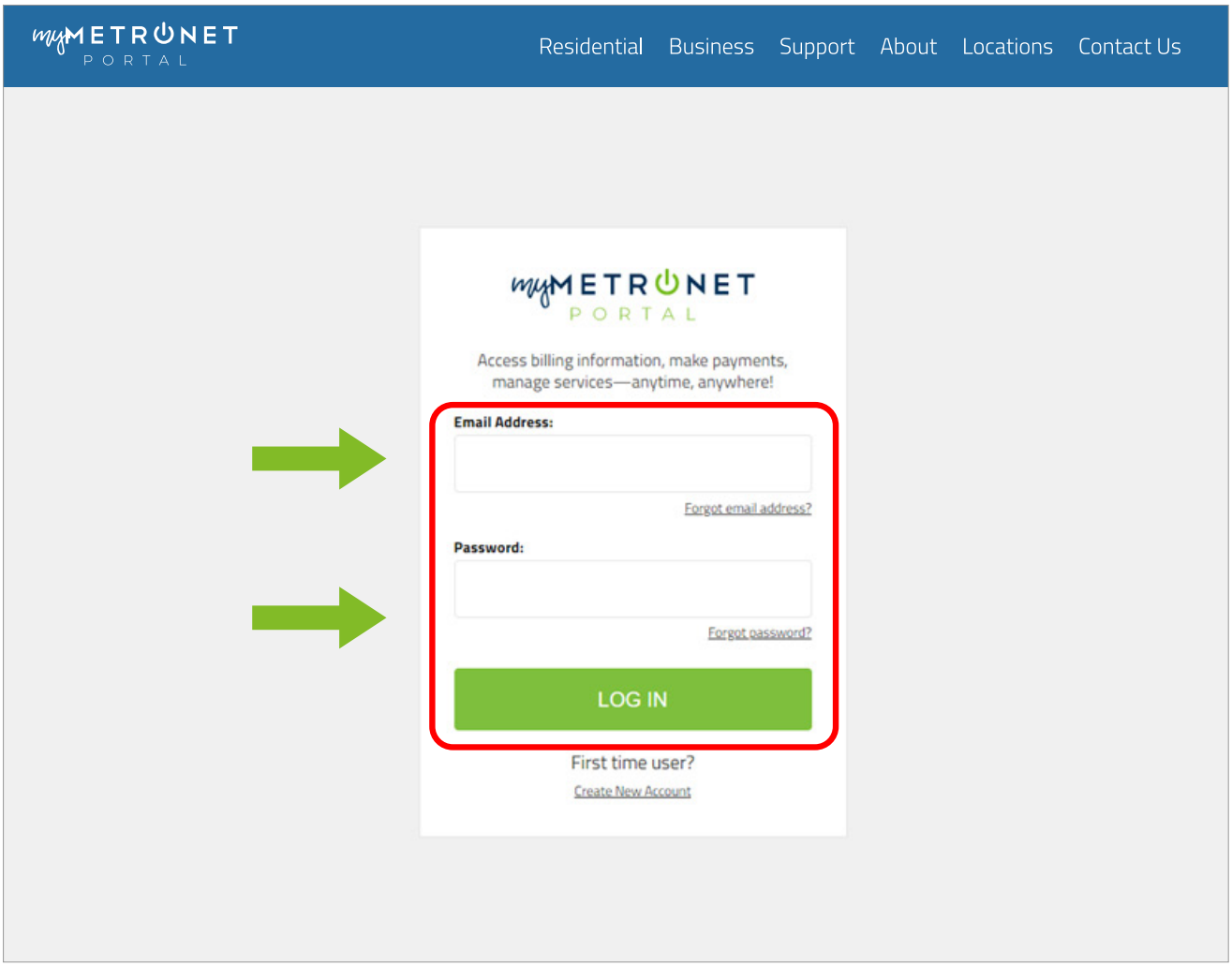
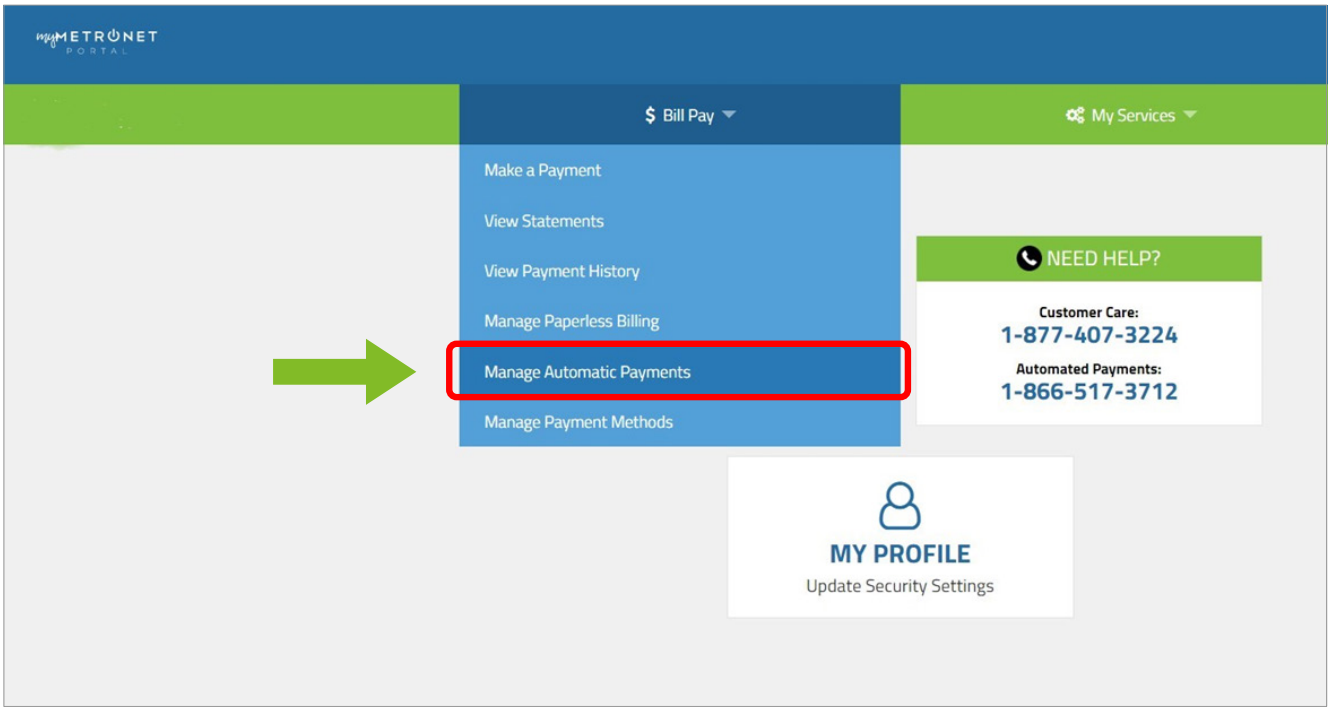
Go to **metronet.com** and click on **My Account.**



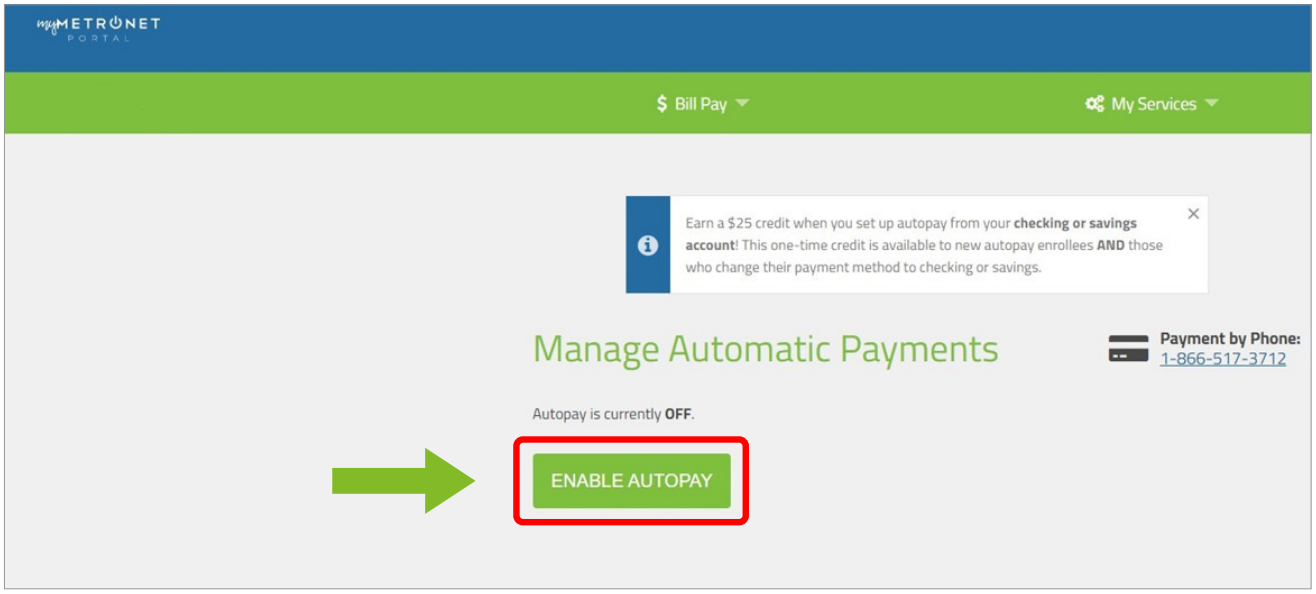
Enter your **email address** and **password** and click **LOG IN.**



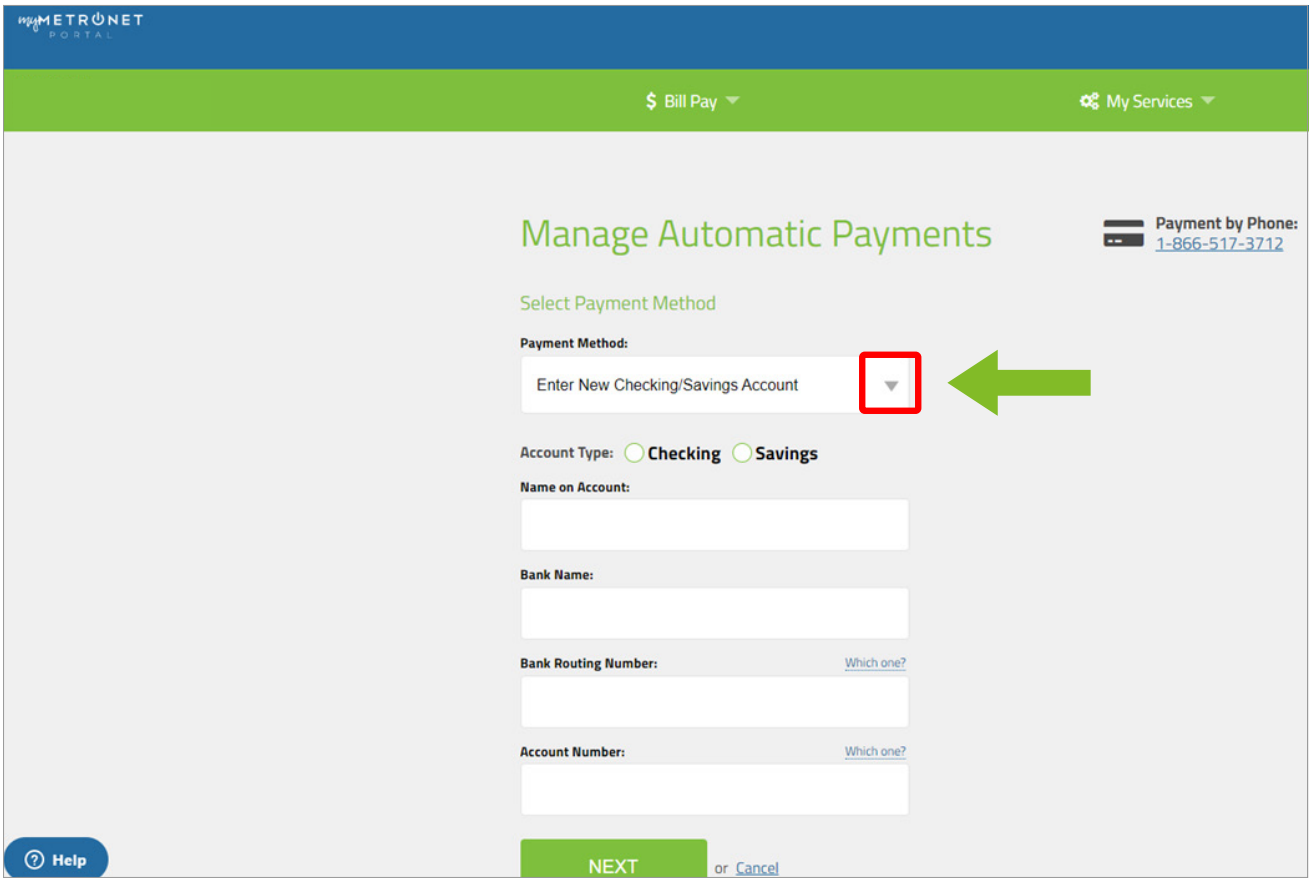
Click **Manage Automatic Payments** under the **$ Bill Pay** drop down menu.



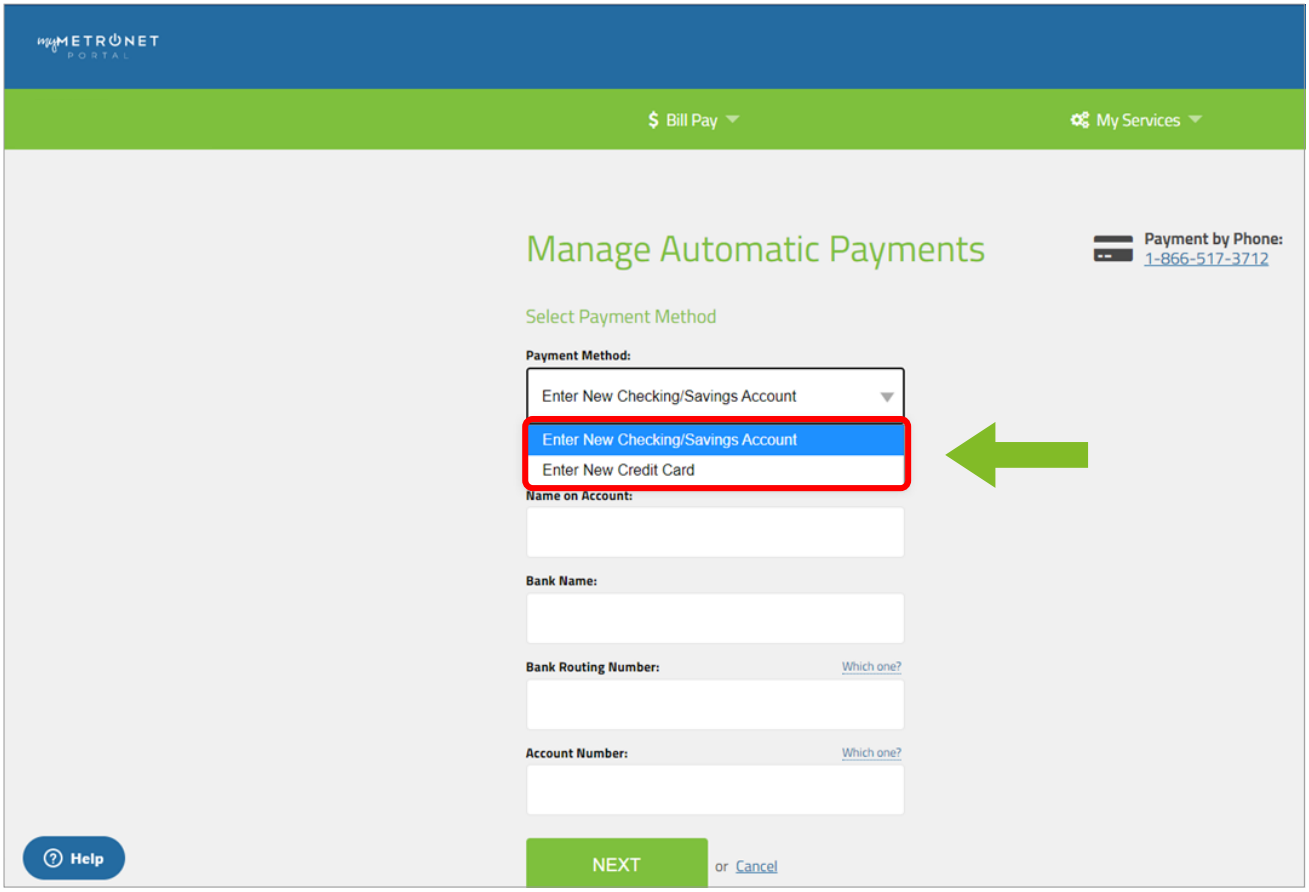
Click **ENABLE AUTOPAY** button.



Click the **drop-down arrow** under payment method.

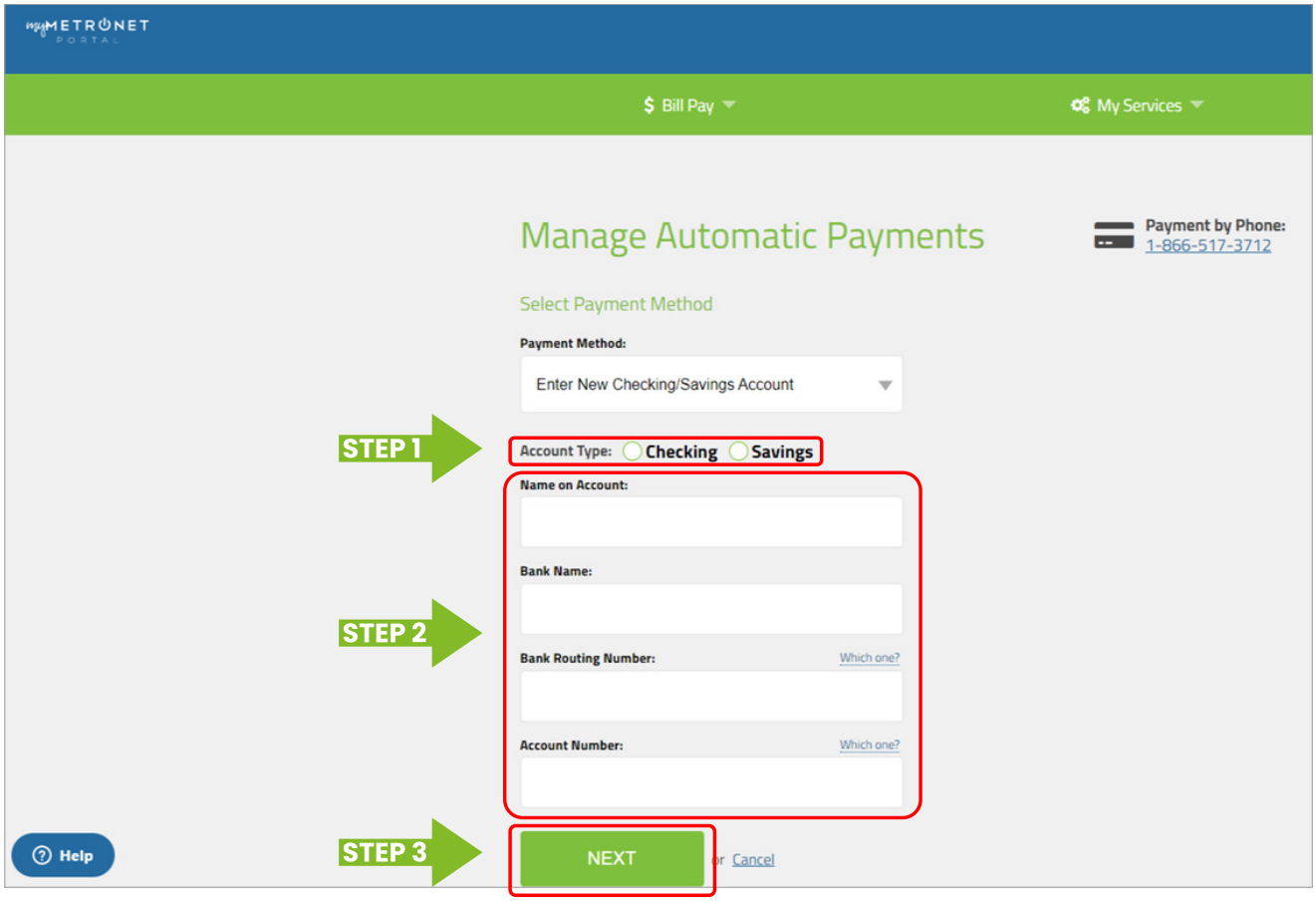


Select either **Enter New Checking/ Savings** or **Enter New Credit Card.**

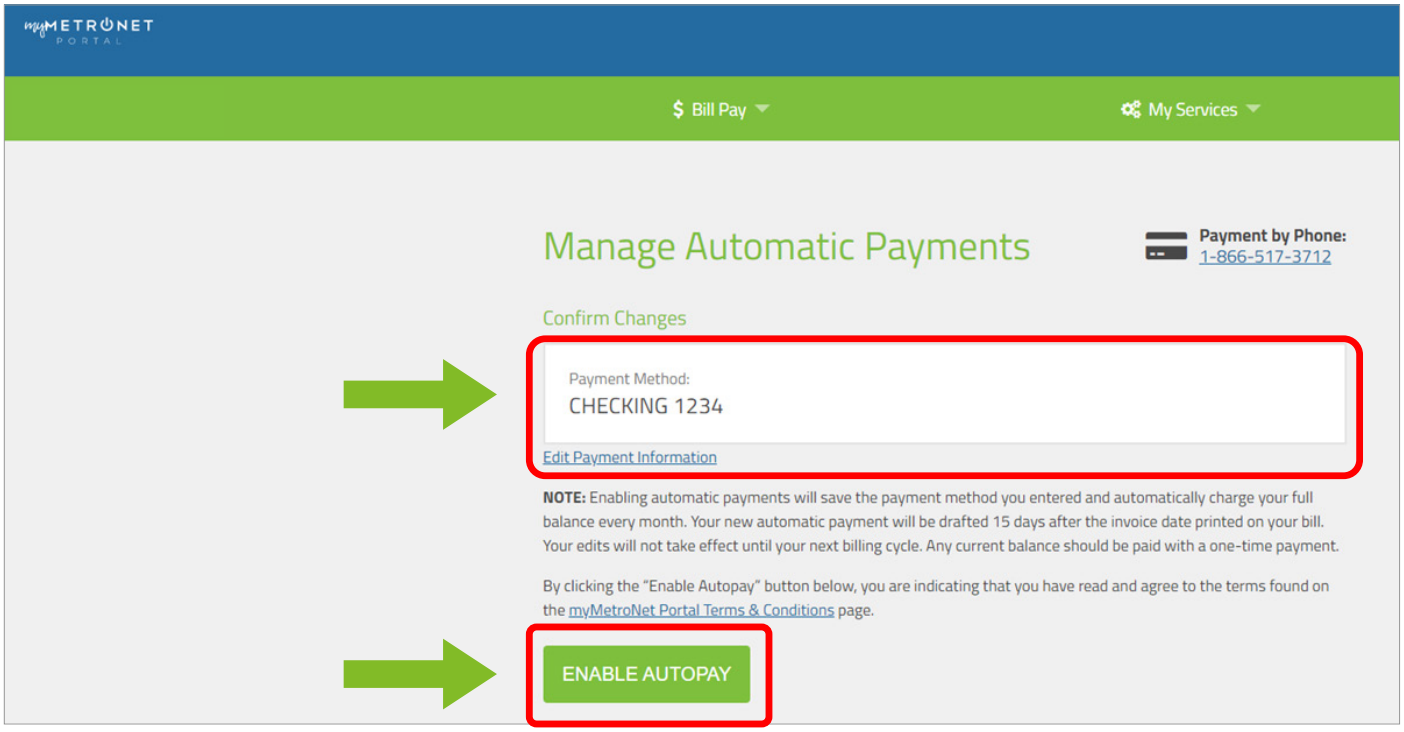


To Enter New Checking/Savings Account:

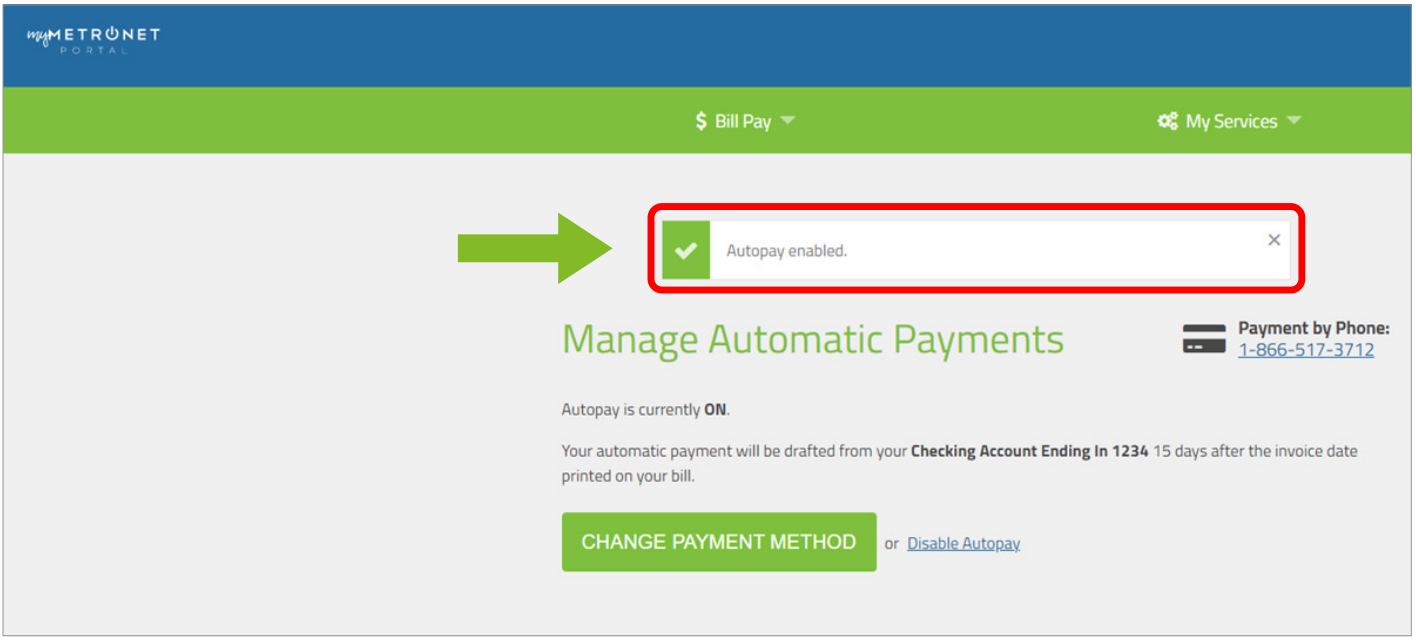
Step 1: **Select either Checking or Savings**
Step 2: **Complete the form**
Step 3: Click **Next**



Verify Payment Method and click **ENABLE AUTOPAY.**

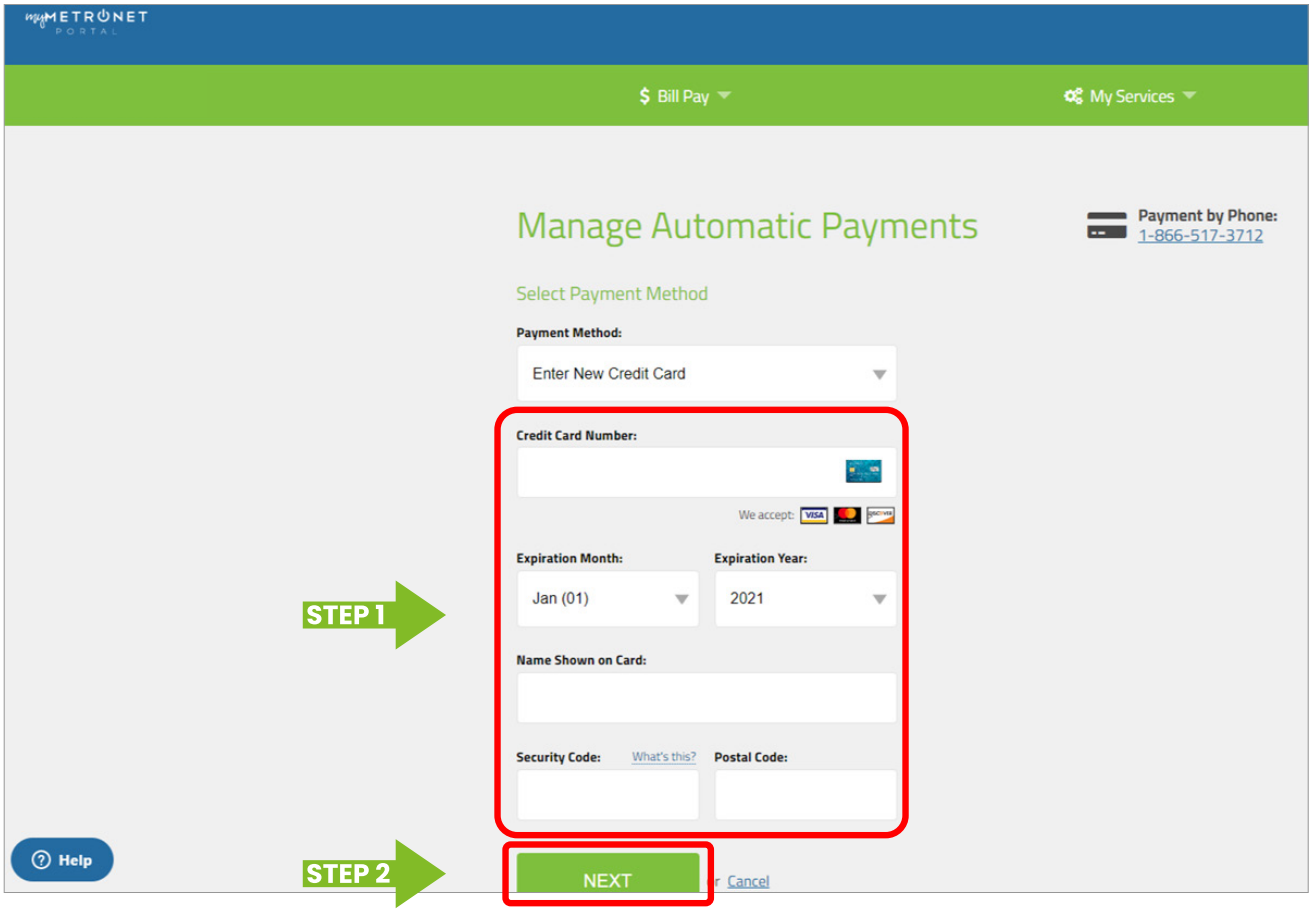


You will then see confirmation that Autopay is enabled.

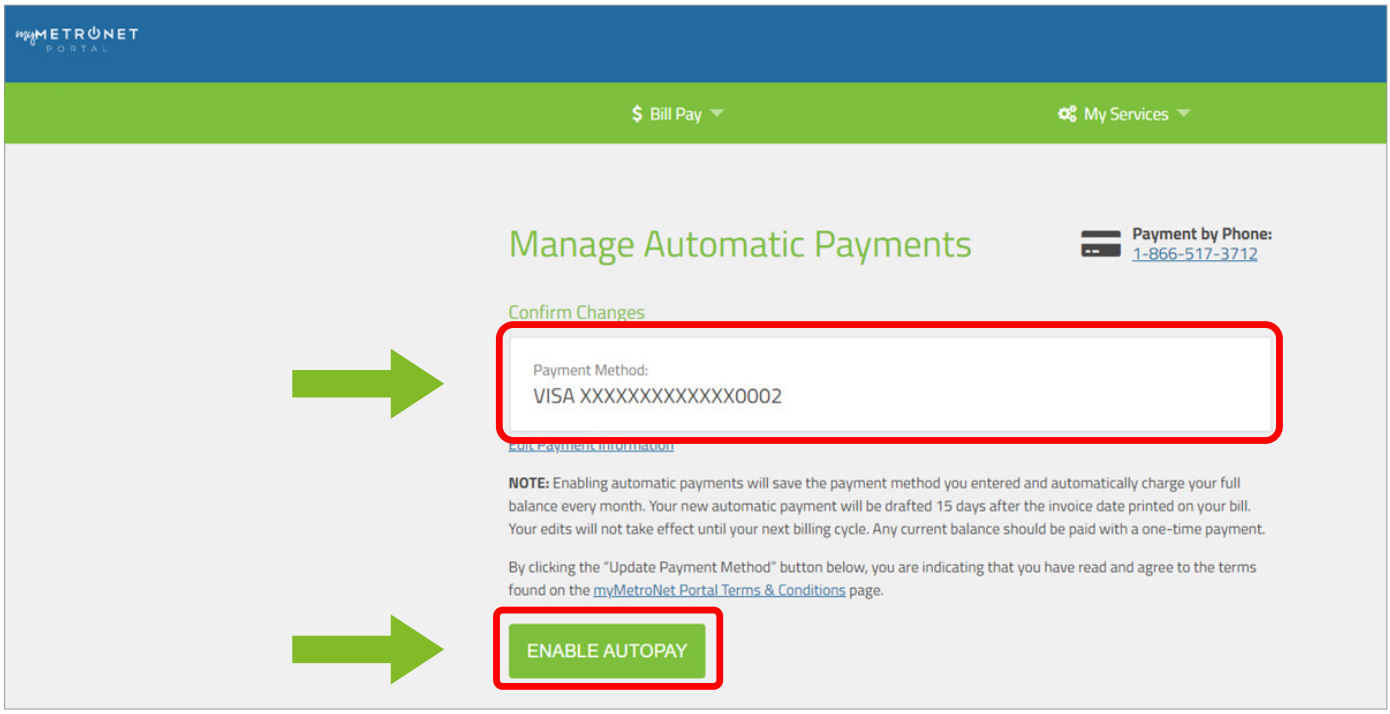


To enter new credit card:

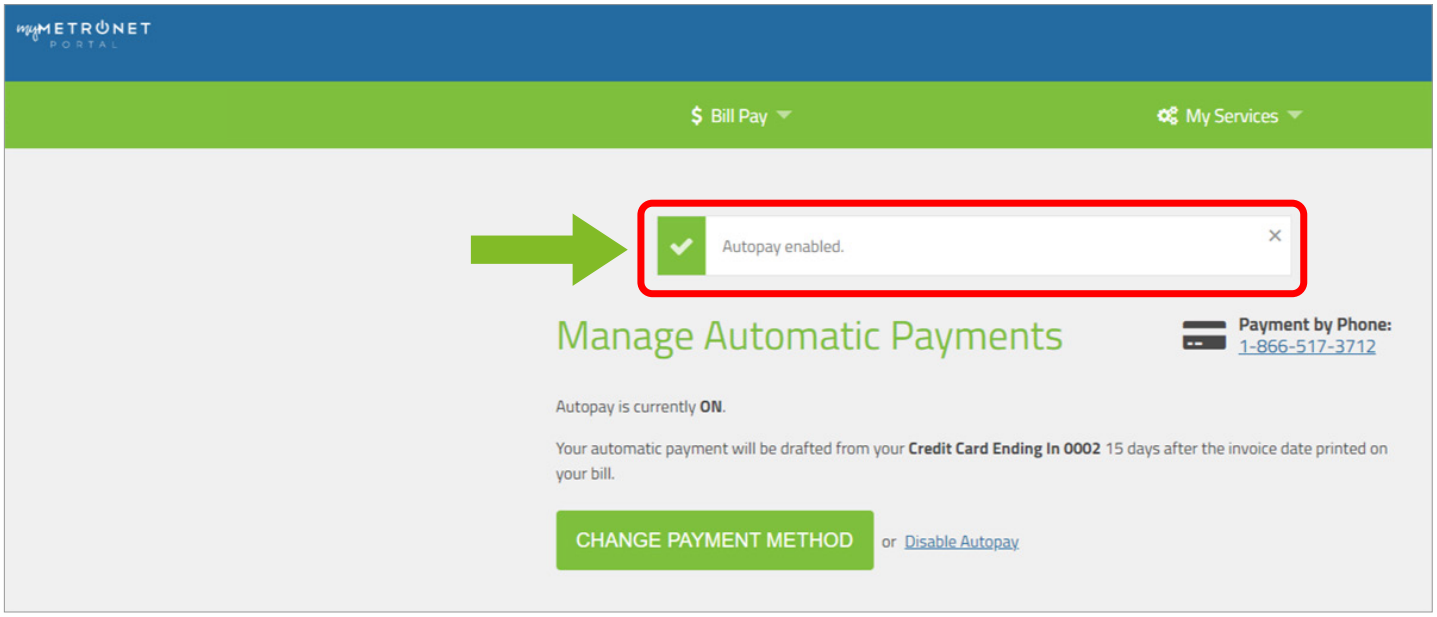
Step 1: **Complete the form**
Step 2: Click **NEXT**



Verify **Payment Method** and click **ENABLE AUTOPAY.**



You will then see confirmation that Autopay is enabled.



If you have any questions, contact a Metronet Customer Care Associate by calling:

855.796.0936

Thank you for choosing Metronet!