



Enabling Automatic Payments in myMetronet Portal

855.769.0936 | metronet.com

Enabling Automatic Payments in myMetronet Portal

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



The screenshot shows the Metronet website interface. At the top, there is a navigation bar with links for 'Residential', 'Business', 'Order Now', 'Quick Pay', 'Sign Up: 855-607-1022', 'My Account', and 'Search'. The 'My Account' link is highlighted with a red box. Below the navigation bar, the main content area features a promotional banner for Black Friday with a '\$100 GIFT CARD' and a 'CHECK AVAILABILITY' button. At the bottom, there is a 'Check Your Availability' section with an address input field, a 'CHECK NOW' button, and a checkbox for 'I'm a Student'.

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

myMETRONET
PORTAL

Residential Business Support About Locations Contact Us

myMETRONET
PORTAL

Access billing information, make payments,
manage services—anytime, anywhere!

Email Address:

[Forgot email address?](#)

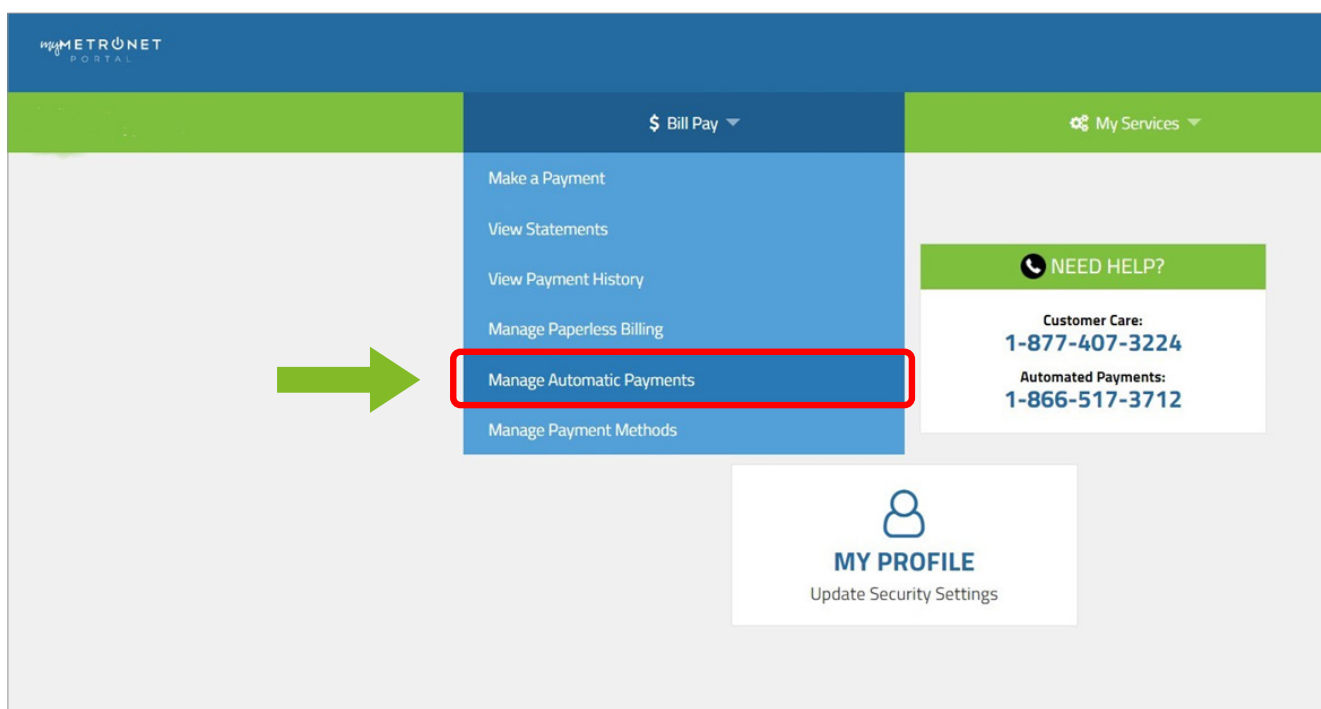
Password:

[Forgot password?](#)

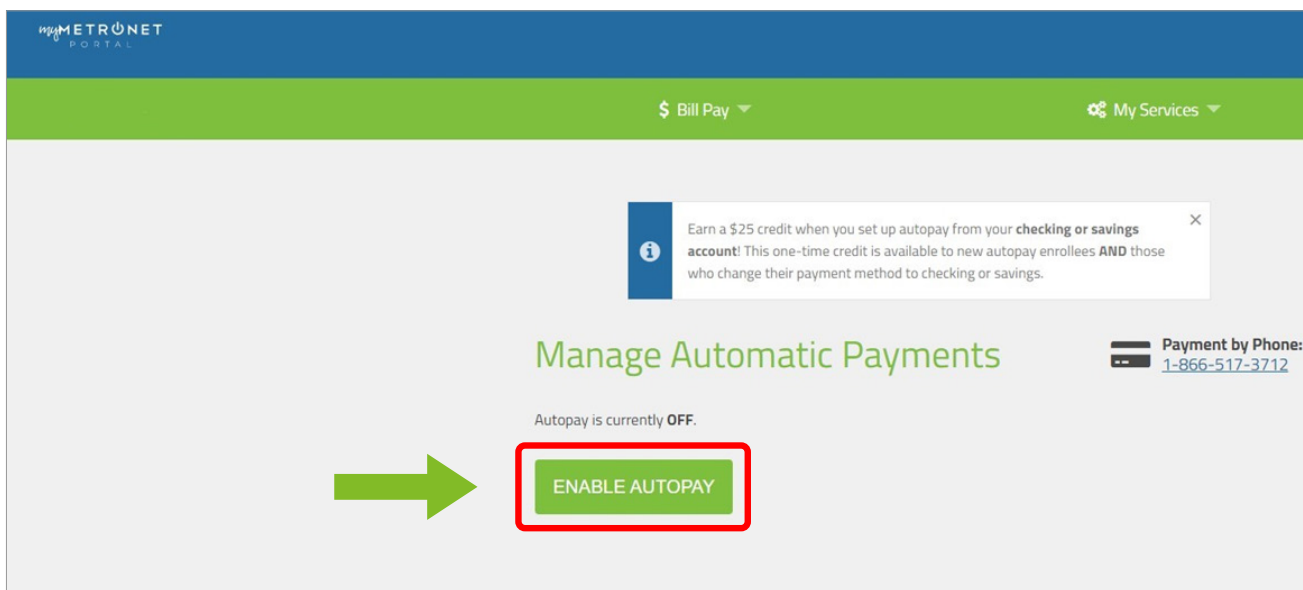
LOG IN

First time user?
[Create New Account](#)

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



Click **ENABLE AUTOPAY** button.



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

myMETRONET PORTAL

\$ Bill Pay ▾ My Services ▾

Manage Automatic Payments

Payment by Phone: 1-866-517-3712

Select Payment Method

Payment Method:

Enter New Checking/Savings Account ▾

Account Type: Checking Savings

Name on Account:

Bank Name:

Bank Routing Number: [Which one?](#)

Account Number: [Which one?](#)

[Help](#) [NEXT](#) or [Cancel](#)

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

myMETRONET PORTAL

\$ Bill Pay My Services

Manage Automatic Payments

Payment by Phone: 1-866-517-3712

Select Payment Method

Payment Method:

- Enter New Checking/Savings Account
- Enter New Checking/Savings Account**
- Enter New Credit Card

Name on Account:

Bank Name:

Bank Routing Number: Which one?

Account Number: Which one?

Help

NEXT or Cancel

To Enter New Checking/Savings Account:

Step 1: **Select either Checking or Savings**

Step 2: **Complete the form**

Step 3: Click **Next**

myMETRONET PORTAL

\$ Bill Pay My Services

Manage Automatic Payments

Payment by Phone: 1-866-517-3712

Select Payment Method

Payment Method:
Enter New Checking/Savings Account

Account Type: Checking Savings

Name on Account:
Bank Name:
Bank Routing Number: Which one?
Account Number: Which one?

Help

STEP 1

STEP 2

STEP 3

NEXT or Cancel

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

The screenshot displays the 'Manage Automatic Payments' section of the myMetronet Portal. At the top, there is a blue header with the 'myMETRONET PORTAL' logo and a green navigation bar with 'Bill Pay' and 'My Services' dropdown menus. The main content area has a light gray background. On the right side, there is a 'Payment by Phone' section with a phone icon and the number '1-866-517-3712'. The central heading is 'Manage Automatic Payments'. Below this, there is a 'Confirm Changes' section. A white box with a red border contains the text 'Payment Method: CHECKING 1234'. A green arrow points to this box from the left. Below the box is a blue link 'Edit Payment Information'. A 'NOTE' section follows, explaining that enabling automatic payments will save the payment method and charge the full balance every month. Below the note, there is a paragraph stating that clicking the 'Enable Autopay' button indicates agreement to the terms. A green arrow points to a green button labeled 'ENABLE AUTOPAY' which is also enclosed in a red box.

myMETRONET PORTAL

\$ Bill Pay ▾ My Services ▾

Manage Automatic Payments

Payment by Phone: 1-866-517-3712

Confirm Changes

Payment Method:
CHECKING 1234

[Edit Payment Information](#)

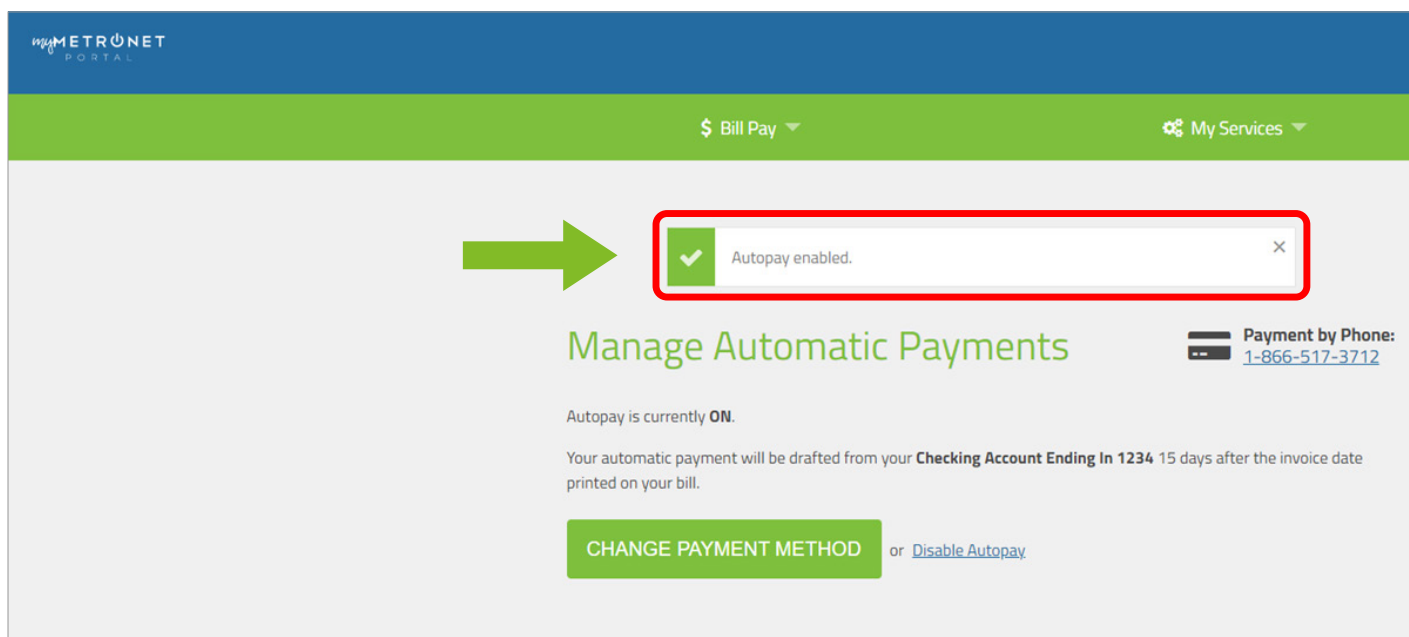
NOTE: Enabling automatic payments will save the payment method you entered and automatically charge your full balance every month. Your new automatic payment will be drafted 15 days after the invoice date printed on your bill. Your edits will not take effect until your next billing cycle. Any current balance should be paid with a one-time payment.

By clicking the "Enable Autopay" button below, you are indicating that you have read and agree to the terms found on the [myMetronet Portal Terms & Conditions](#) page.

ENABLE AUTOPAY

Enabling Automatic Payments in myMetronet Portal

You will then see confirmation that Autopay is enabled.



The screenshot displays the myMetronet Portal interface. At the top, there is a blue header with the logo and a green navigation bar containing "\$ Bill Pay" and "My Services". A green arrow points to a white notification box with a red border that says "Autopay enabled." with a checkmark icon and a close button. Below this, the page title is "Manage Automatic Payments" and it states "Autopay is currently ON." and "Your automatic payment will be drafted from your Checking Account Ending In 1234 15 days after the invoice date printed on your bill." There are buttons for "CHANGE PAYMENT METHOD" and a link for "Disable Autopay". A "Payment by Phone" section with the number 1-866-517-3712 is also visible.

To enter new credit card:

Step 1: Complete the form

Step 2: Click **NEXT**

myMETRONET PORTAL

\$ Bill Pay My Services




Manage Automatic Payments

Payment by Phone: 1-866-517-3712

Select Payment Method

Payment Method:
Enter New Credit Card

Credit Card Number:

We accept:   

Expiration Month: Jan (01) Expiration Year: 2021

Name Shown on Card:

Security Code: [What's this?](#) Postal Code:

Help

STEP 1

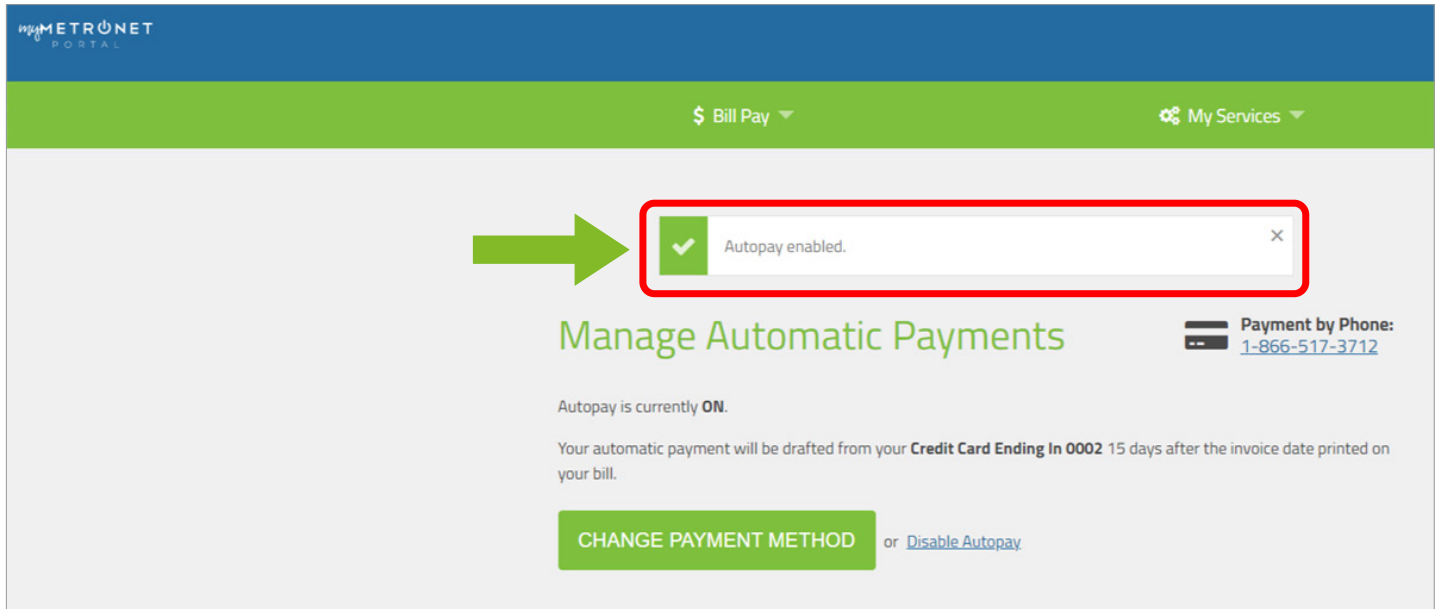
STEP 2

NEXT Cancel

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

The screenshot displays the 'myMETRONET PORTAL' interface. At the top, there are navigation links for '\$ Bill Pay' and 'My Services'. The main heading is 'Manage Automatic Payments', with a 'Payment by Phone: 1-866-517-3712' option on the right. Below the heading, a 'Confirm Changes' section contains a text box for the payment method, which is 'VISA XXXXXXXXXXXXX0002'. A green arrow points to this text box. Below the text box is a 'NOTE' and a link to 'myMetroNet Portal Terms & Conditions'. At the bottom of the 'Confirm Changes' section is a green button labeled 'ENABLE AUTOPAY', which is also highlighted with a red box and a green arrow.

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!