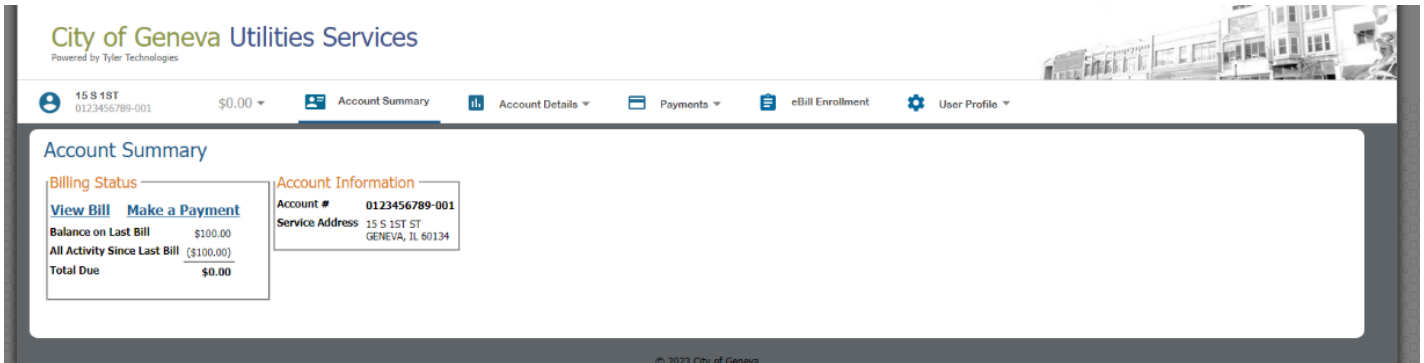




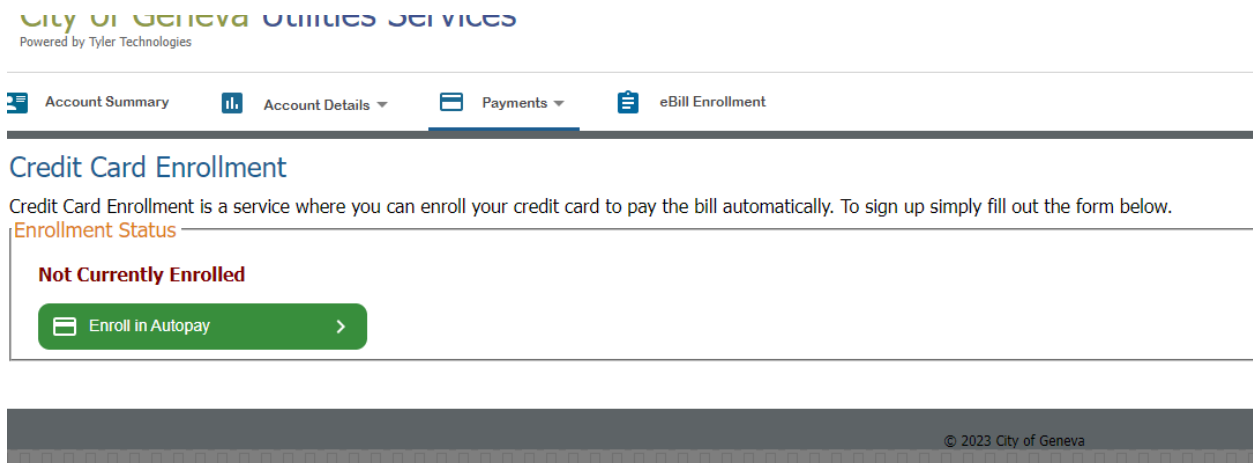
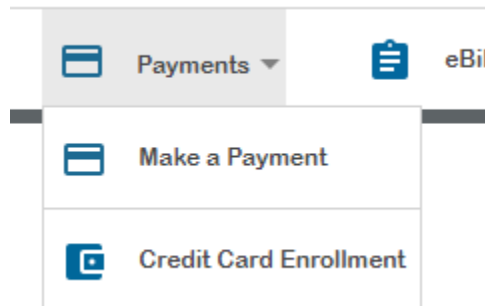
**City of Geneva**  
**Finance Department**  
15 S. First St.  
Geneva, IL 60134  
FinanceEmail@geneva.il.us  
630-232-0854

# Set Up Automatic Payments

## Step 1: Access the “Credit Card Enrollment” page



On the Navigation bar, click “Payments”, and select “Credit Card Enrollment”



If you are not enrolled in Autopay, click the “Enroll in Autopay” button

## Credit Card Enrollment

The account is actively enrolled in Bank Draft. Therefore, it is NOT eligible for Credit Card Enrollment.

### Enrollment Status

**Actively Enrolled in Bank Draft**

Grandfathered AutoPay customers who are enrolled in bank draft autopay with an "Authorization Agreement for AutoPay" will continue to have the Bank Draft AutoPay system. Bank Draft AutoPay customers will not have access to enter the new automatic payment system through the portal. Bank Draft AutoPay customers [will need to cancel their current payment method](#) before switching to the new system. You can fill out a form to request to [cancel their current payment method](#) or call the Finance Department at 630-232-0854 to remove the bank drafting from your account.

## Step 2: Select AutoPay Payment Method – Card or eCheck

### Enter your automatic payment information

To complete your enrollment, enter a new card or eCheck to charge for automatic payments on the following account.

Account 0123456789-001  
Account description - 15 S 1ST ST GENEVA, IL 60134

Your automatic payments will be processed on the due date of your bills

How are you going to pay?

- Enter new credit card  
 Enter new eCheck

Where should we send your receipt?

Email for receipt

Enter a valid email address

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Back

Finish

## Enter AutoPay – Credit Card Payment Information

How are you going to pay?

Enter new credit card

Card number

---

MM

---

YYYY

---

Cardholder name

---

Address

---

Billing ZIP code

---

Security code

---

Enter new eCheck

Where should we send your receipt?

Email for receipt

Enter a valid email address

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Back

Finish

Enter your card payment details. Be sure you use the address the credit card bill is mailed/addressed to. Enter an email for confirmation receipt.

## Enter AutoPay – eCheck Payment Information

How are you going to pay?

Enter new credit card

Enter new eCheck

Account type ▼

Bank name

Account number

Confirm account number

Routing number

Confirm routing number

Name on account

---

Where should we send your receipt?

Email for receipt

Enter a valid email address

---

By enrolling in automatic payments, you agree to the following [terms and conditions](#)

Enter your eCheck payment details. Enter an email for confirmation receipt.

## Step 3: Confirm AutoPay Enrollment



You're all set!

You have enrolled in automatic payments for the following account.

Account 0123456789-001

Account description - 15 S 1ST ST GENEVA, IL 60134

[Continue](#)

The screen indicates that you are fully enrolled in reoccurring card/eCheck payment.

### CITY OF Geneva UTILITIES SERVICES

Powered by Tyler Technologies

[Account Summary](#) [Account Details](#) [Payments](#) [eBill Enrollment](#)

#### Credit Card Enrollment

Thank you for enrolling in Credit Card Enrollment!

##### Enrollment Status

**Actively Enrolled**

[Cancel Autopay](#)

You will be able to cancel autopay by clicking "Cancel Autopay" on the "Credit Card Enrollment" page.