



Once you register with MTA eBill, you can enroll for free AutoPay, which will automatically process a payment prior to your payment due date from your selected bank account or credit card.

- 1) From your Accounts homepage, click **Pay** on the account you want to enroll in Auto Draft.

STATEMENT	NAME	DUE DATE	CURRENT BALANCE	
234567-001	JOHN SMITH	06/14/2023	\$915.01	Pay

- 2) Click **Auto Draft** to enroll into automatic payments.

Make a Payment

ACCOUNT INFORMATION
Review the account information

STATEMENT: 234567-001
BILL TO: JOHN SMITH
ADDRESS LINE 1: 123 Main St.
ADDRESS LINE 2:
CITY: PALMER
STATE: AK
ZIP: 99645
DUE DATE:

MAKE A PAYMENT
Set up your payment

How much would you like to pay?

\$315.01 Current Balance
\$161.74 Past Due Balance
Custom Amount \$ 0.00

When would you like to pay?

Now Schedule Payment **Auto Draft**

How would you like to pay?

☐ Bank Account (ACH)
☒ Card

Convenience Fee \$0.00
Total Amount \$315.01

Continue

- 3) A pop-up will appear for you to accept the auto-draft Terms & Conditions. Click Save.

Auto Draft

Opt In Date
05/19/2023

By clicking "Save" I confirm that I have read and accepted auto-draft Terms and Conditions

Close Save

Note: Auto-draft will be highlighted, but it is not activated yet



MTA eBill Manuel

Auto Draft

- 4) Select the payment type you want to use to enroll in auto-draft, and then click **Continue**.

MAKE A PAYMENT
Set up your payment

How much would you like to pay?

\$0.00
Current Balance

Custom Amount
\$ 0.00

When would you like to pay?

Now Schedule Payment Enroll Auto Draft, starting 05/19/2023

How would you like to pay?

☐ Bank Account (ACH)

☐ Card

☒ Visa Card ending in 1111 [manage](#)

Convenience Fee \$0.00

Total Amount \$0.00

Continue

*Note: If you do not have a saved payment method that you wish to use, Please add your card or bank account

- 5) A pop-up will appear asking for you to enroll. Click **Enroll Auto Draft** to continue.

MTA

You are paying with a VISA ending in 1111

Account Number*

234567-001

email*

johnsmith@google.com

This transaction is secured with TLS encryption

Enroll Auto Draft

- 6) The confirmation screen will appear. You can now choose to receive your confirmation receipt via email, text message, or print locally. Once you are ready, click **Done**.

MTA

Auto Draft enrollment successful

Auto Draft Payment Details

Opt In Date 05/19/2023

Card Ending In 1111

Auto Draft ID d9628c55-a21f-485e-8191-0a2e7a9fc160

Send Auto Draft Enrollment Confirmation

Email

email address

Mobile Phone Number

555-555-5555

Send

Standard text message rates apply when sending a confirmation via text

Print Auto Draft Enrollment Confirmation

Done



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Auto Draft

7) Your account is now enrolled in Auto Draft.

The screenshot shows the 'MAKE A PAYMENT' page with the following details:

- How much would you like to pay?**
 - Current Balance: \$0.00
 - Custom Amount: \$0.00
- When would you like to pay?**
 - Buttons: Now, Schedule Payment, Enrolled in Auto Draft (highlighted)
 - Link: Manage Auto Draft
- How would you like to pay?**
 - Options: Bank Account (ACH), Card (selected), Visa Card ending in 1111 (manage)
- Convenience Fee:** \$0.00
- Total Amount:** \$0.00

Managing Auto Draft

1) Click on the **Manage Auto Draft** link below the greyed out Auto Draft button.

This screenshot is identical to the previous one, but the 'Manage Auto Draft' link is highlighted with a red box.

2) The screen will display your auto draft enrollments and any other one-time scheduled payments that you have set up. You can delete any schedules or your auto draft enrollment.

The screenshot shows the 'SCHEDULED PAYMENTS' page with the following details:

- ACCOUNTS** | **PAYMENT HISTORY** | **SCHEDULED PAYMENTS**
- Scheduled Payments**
- Payment Schedules**
- Account:** 234567-001
- Estimated Next Payment:** 06/08/2023
- Payments End:** -
- Estimated Amount:** \$0.00
- Auto Draft:** (highlighted)
- Delete** button

**Auto Draft Enrollment Date Table**

The table below will give you information regarding the timing of your Auto Draft depending on your Bill Cycle date.

If you do not know your Bill Cycle date, you can find it on your statement under Bill Date or give us a call and we will assist you.

	Bill Cycle Date	
	1 st of the month	15 th of the month
Auto-Drafts using Bank Account	Setup Auto Draft from the 1 st to the 14 th and it will run on 25 th . * If after the 15 th to the 31 st , a one-time payment will be needed for the statement due this cycle.	Setup Auto Draft from the 15 th to 3 days prior to end of month and it will run on the 8 th . * If after 3 days prior to the end of month to the 14 th , a one-time payment will be needed for the statement due this cycle.
Auto-Drafts using Credit Cards	Setup Auto Draft from the 1 st to the 21 st and it will run on the 25 th . * If after the 22 nd to the 31 st , a one-time payment will be needed for the statement due this cycle.	Setup Auto Draft from the 15 th to the 4 th and it will run on the 8 th . * If after the 5 th to the 14 th , a one-time payment will be needed for the statement due this cycle.