









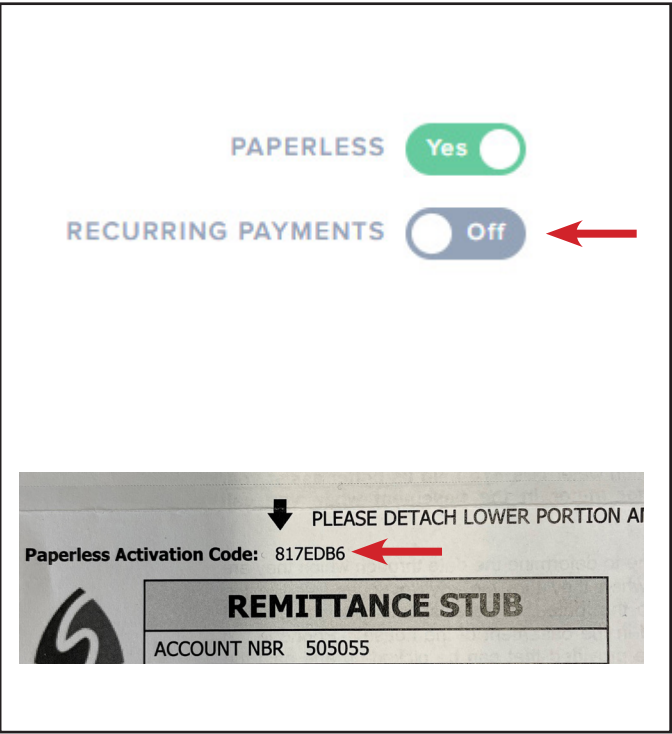
# Auto Payment Setup Instructions

STEP	ACTION	VISUAL														
1	To log in or create a new account, first go to the Water Bill page on the City of Sterling Heights website.	<a href="http://sterling-heights.net/waterbill">http://sterling-heights.net/waterbill</a>														
2	On the Water Bill page, click on the "Make a Payment" link. You will not be required to make a payment to set up auto payments.	<div style="text-align: center;"> <h2>Water Billing</h2> <h3><a href="#">Auto Payment Instructions</a></h3> <h3><a href="#">Make a Payment</a> </h3> <h3><a href="#">Request Paperless Bill</a></h3> </div>														
3	Enter the home or business address you'd like to set up auto payments for, then click the "Search" button.	<p><b>Getting Started...</b></p> <p>Welcome to the <b>Utility Billing</b> Online Payment Service. This service allows you to search for a</p> <p><b>Search by Account Number</b></p> <p>Enter the Utility Billing <b>Account Number</b> you are attempting to search on.</p> <p>Account Number: <input type="text"/> <input type="button" value="Search"/></p> <p><b>Search by Address</b></p> <p>Enter the address of the record you are attempting to search on. Examples inc</p> <p> Address: <input type="text"/> <input type="button" value="Search"/></p>														
4	Towards the bottom of the page, click on the "Make Payment" button. If there isn't an amount listed in the "Amount Paying" box, enter \$1.00. You will not be required to pay this amount.	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td></td><td style="text-align: right;">Balance</td></tr> <tr><td></td><td style="text-align: right;">\$79.50</td></tr> <tr><td></td><td style="text-align: right;">\$91.16</td></tr> <tr><td></td><td style="text-align: right;">\$62.47</td></tr> <tr><td></td><td style="text-align: right;">\$31.80</td></tr> <tr><td></td><td style="text-align: right;">\$17.91</td></tr> <tr><td></td><td style="text-align: right;"><b>\$282.84</b></td></tr> </table> <p style="text-align: center;">Amount Paying: <input type="text" value="\$282.84"/> <input type="button" value="Make Payment"/></p> <p style="text-align: center;"></p>		Balance		\$79.50		\$91.16		\$62.47		\$31.80		\$17.91		<b>\$282.84</b>
	Balance															
	\$79.50															
	\$91.16															
	\$62.47															
	\$31.80															
	\$17.91															
	<b>\$282.84</b>															
5	You will be redirected to the Sterling Heights Point & Pay portal. From here, you can either sign in if you already have an account or create a new account. To do so, click on the "Sign In/Register" button in the top right corner.	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <a href="#">SIGN IN / REGISTER</a> </div> <div style="text-align: center;"> <span>1</span>   <b>\$282.84</b> </div> <div style="text-align: center;">  <a href="#">Clear Cart</a> </div> </div>														

<p><b>6</b></p>	<p>If you are creating a new account, click on the "Create one" link.</p>	<p>City of Sterling Heights Treasurer, MI login</p> <p>EMAIL ADDRESS  <input type="text"/></p> <p>PASSWORD  <input type="password"/></p> <p><input type="checkbox"/> Remember Me <span style="float: right;">Forgot password?</span></p> <p><input type="button" value="Sign In"/></p> <p>Don't have an account? <a href="#">Create one</a> </p>
<p><b>7</b></p>	<p>Fill in your first name, last name, email address, and choose a password. Check the box at the bottom to accept the Terms of Use. Click the "Create account" button.</p>	<p>Register</p> <p>FIRST NAME  <input type="text"/></p> <p>LAST NAME (OR COMPANY NAME)*  <input type="text"/></p> <p>EMAIL ADDRESS*  <input type="text"/></p> <p>PASSWORD*  <input type="password"/></p> <p>PASSWORD CONFIRMATION*  <input type="password"/></p> <p><input type="checkbox"/> I Accept The Terms Of Use And Privacy Policy</p> <p><input type="button" value="Create account"/></p>
<p><b>8</b></p>	<p>You will receive an email to the email address you entered. Go to your email inbox. The activation link will come from the City of Sterling Heights Treasurer. Click on the "Confirm my email" button.</p>	<p>Please click the link below to confirm your email address and complete account registration for City of Sterling Heights Treasurer, MI.</p> <p><input type="button" value="CONFIRM MY EMAIL"/> </p> <p>Once registration is complete, you can:</p> <ul style="list-style-type: none"> <li>• Go paperless and download bills online</li> <li>• Schedule automatic and future dated payments</li> <li>• View account and payment history</li> </ul> <p>Thank you,  City of Sterling Heights Treasurer, MI  586-446-2780  <a href="mailto:support@pointandpay.com">support@pointandpay.com</a></p>

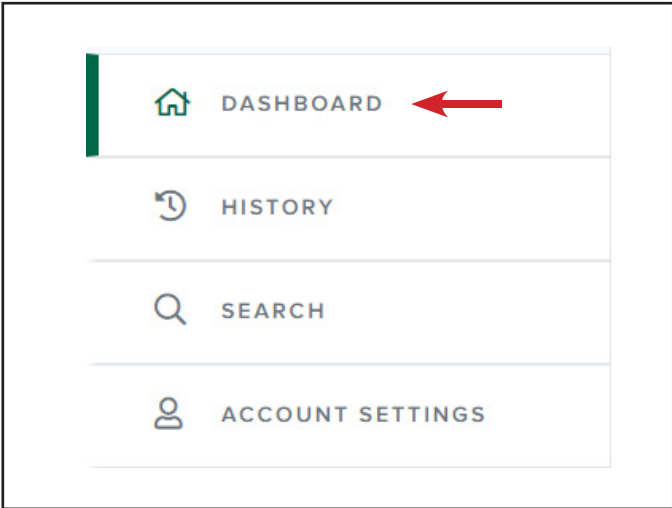
**9** Once your account has been activated, you can log in with the credentials you just set up. After you've logged in, you will see two different buttons towards the right-hand side of your screen. To set up auto payments, click on the "Recurring Payments button.

You can also opt in to Paperless Billing by clicking on the "Paperless" button. To set up paperless billing, you will need the activation code from the bottom left corner of your water bill.



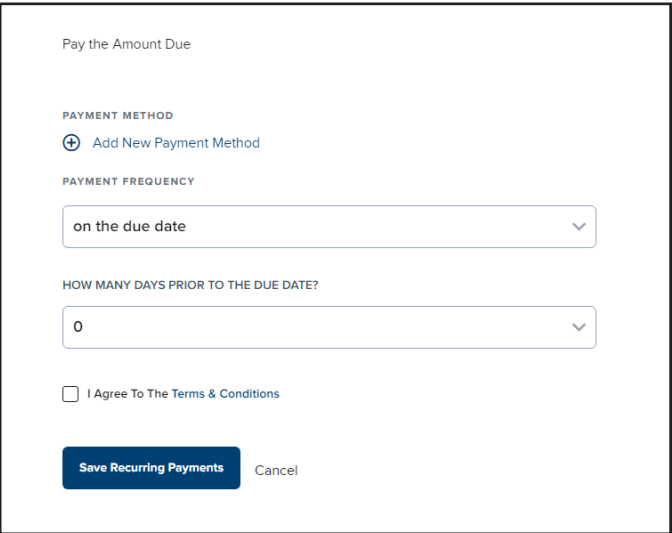
**10**

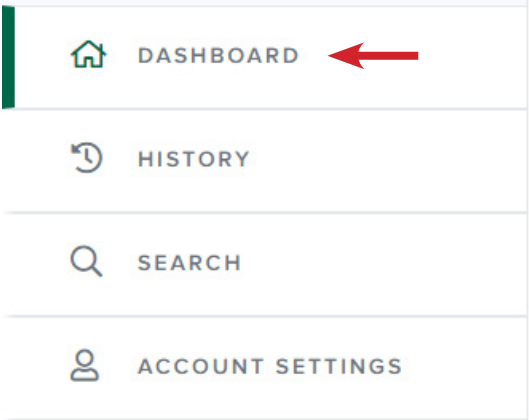

If you are logging in to an existing account, you will have to click on the "Dashboard" button on the left-hand side in order to toggle on auto payments.

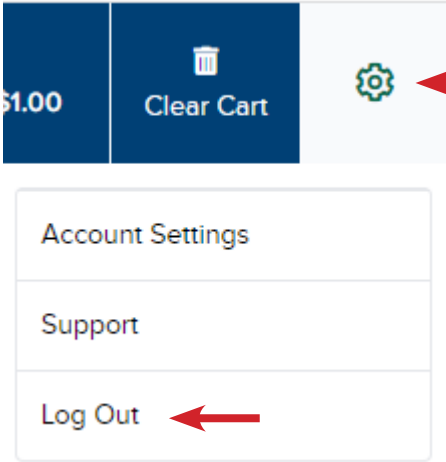


**11**

On this page, set the payment frequency to "on the due date" or "monthly," select how many days prior to the due date you want to pay, and click the box to agree to the Terms & Conditions. Finally, click the "Save Recurring Payments" button, and you will officially be signed up for auto payments.



<p><b>12</b></p>	<p>If you want to change the payment date or frequency in the future, click on the “Dashboard” button on the left-hand side, then click “Change” under Reference #, and repeat Step 10.</p>	 <p>Reference #002638</p> <p>Auto-scheduled for March 28th, 2023 Change </p>
------------------	---	---

<p><b>13</b></p>	<p>To log out of your account, click the wheel icon in the very top right corner, then click “Log out.”</p>	
------------------	---	---