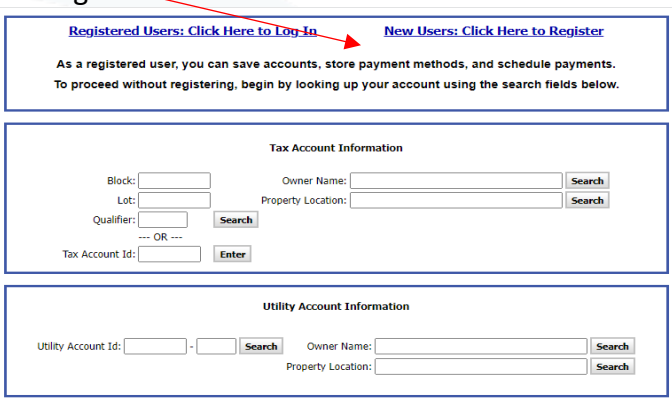
# How to Become a Registered User on WIPP and Enroll in AutoPay

*Google Chrome is the recommended browser.

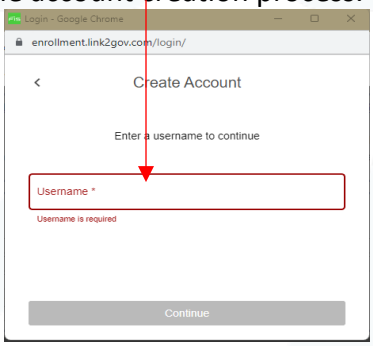
## *Step 1:*

New Users: Click Here to Register




## *Step 2:*

You must enter a valid email address and click continue. You will then receive a verification code to your email to complete the account creation process.




## *Step 3:*

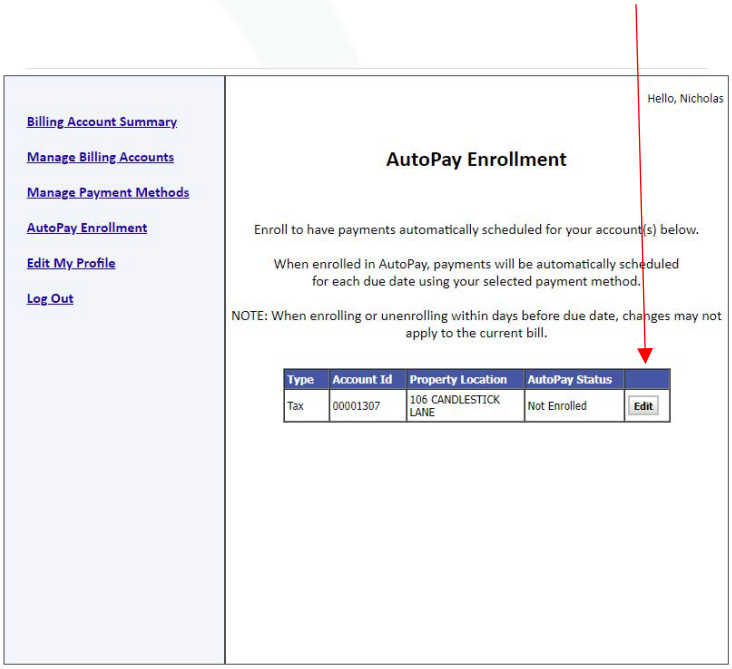
Click on Manage Billing Accounts. This will pull up a listing of all your accounts you may wish to link. Check the box beside the accounts you wish to link and then click save the selected accounts.

## *Step 4:*

You will click Manage Payment Methods and add checking account, debit/credit card and then save.

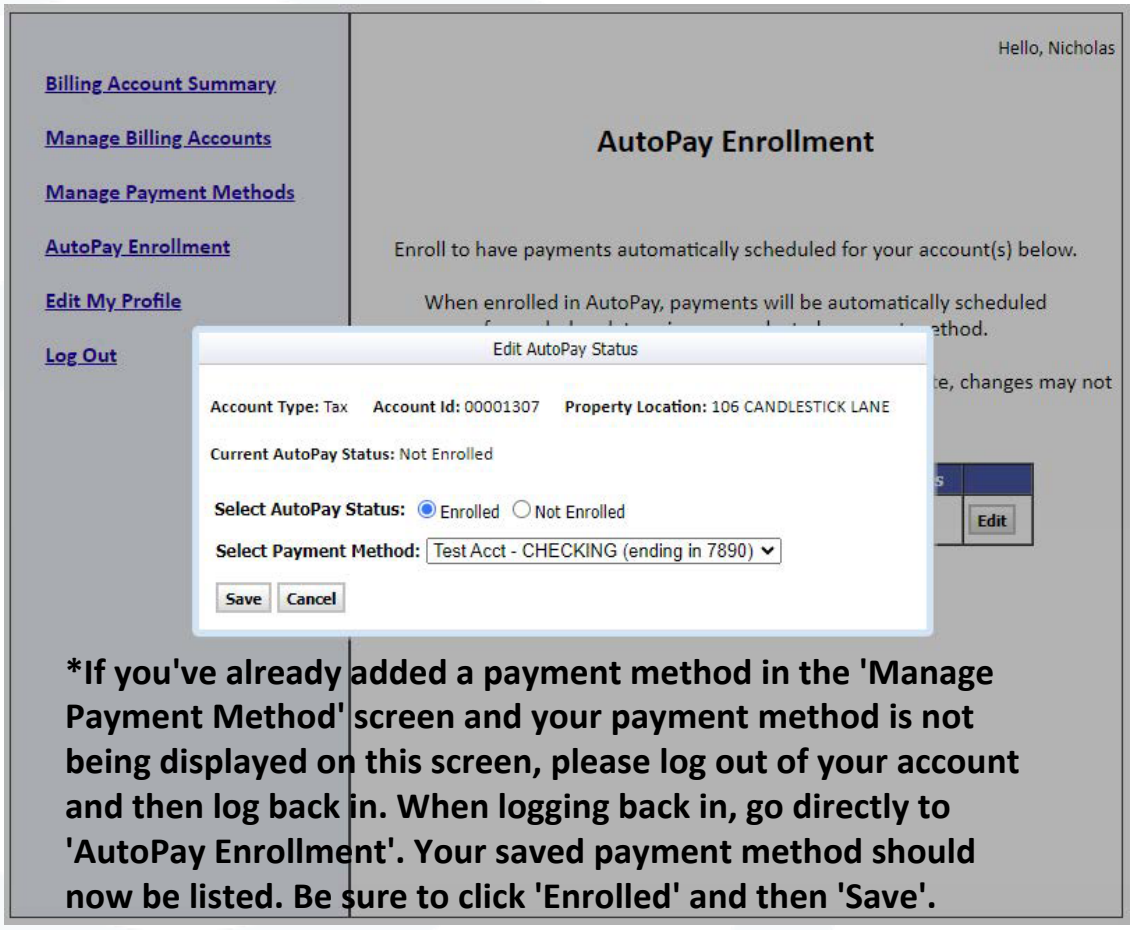
## *Step 5:*

Opt into Auto Pay in their account by clicking EDIT.



## *Step 6:*

Click to enroll, select the payment method, and save.




***If you've already added a payment method in the 'Manage Payment Method' screen and your payment method is not being displayed on this screen, please log out of your account and then log back in. When logging back in, go directly to 'AutoPay Enrollment'. Your saved payment method should now be listed. Be sure to click 'Enrolled' and then 'Save'.**