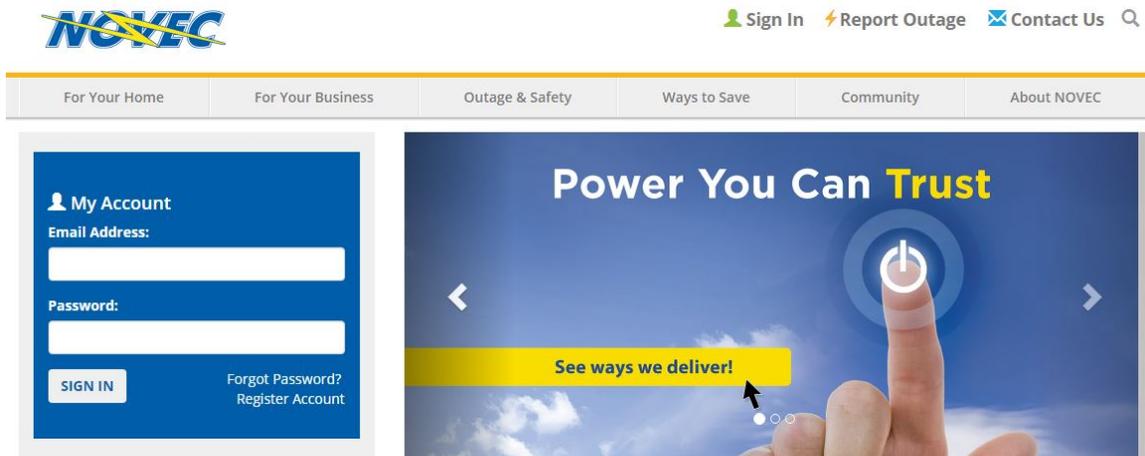
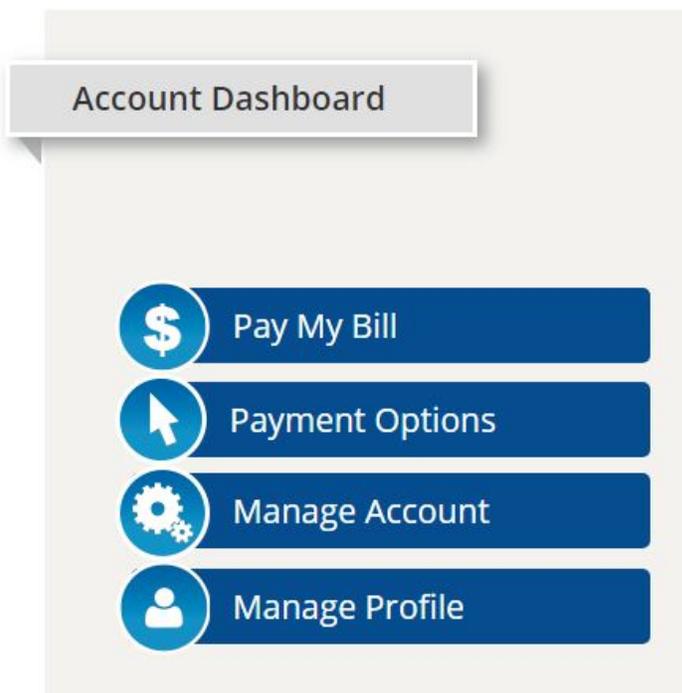


## e-Billing: Setting up AutoPay

- 1) Go to [www.novec.com](http://www.novec.com) and log into your account using your email address and password in the blue box or the Sign In button at the top right of the screen.



- 2) You will see your account dashboard. Click Pay My Bill.



3) You are now in the e-Billing system. Click the menu (three horizontal lines) in the top left. This will open the gray sidebar.

Welcome, [REDACTED]

Account Management

- My Dashboard
- Document History
- Message Center
- Manage Alerts
- Online Accounts

Payment Options

- Manage Payment Accounts
- Schedule a Payment
- Payment History
- Manage AutoPay
- Contact Us

Help

Sign out

Dashboard

Last Login: 4/3/2019 12:01:14 PM

My AutoPay

Account Number: [REDACTED]

Next Payment Date: N/A

Next Payment Amount: N/A

Type: -

View

Account Number: [REDACTED]

Current Balance: \$87.00

Due Date: Apr 16, 2019

Bill Amount: \$87.00

View/Pay

Billing and Payment History

Pay/Due Date	Type	Account Number	Bill Amount	Status
Apr 16, 2019	Bill	[REDACTED]	\$87.00	-

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To minimize the menu so you can view the entire page, click the menu icon again or anywhere in the shaded gray area.

*Please note that before an auto payment profile can be created, you must have already entered your bank account payment information. Please refer to our [e-Billing: Adding Bank Payment Information help guide](#).*

4) Click on Manage AutoPay, then click Add AutoPay in the blue box.

5) You will be directed to the screen below. You must complete all sections.

A screenshot of a web form titled "Manage Recurring Payment". The form is divided into several sections: "Account", "Payment Period", and "Payment Option".  
- **Account**: Includes "Account Number" (a dropdown menu with "Select Account Number" text) and "Payment Account (from)" (a dropdown menu with "Select Payment Account" text and an "Add New" link).  
- **Payment Period**: Includes "Starting:" (a date field with "07/21/2018" and a calendar icon, followed by "(mm/dd/yyyy)"), "Ending:" with three radio button options: "Until further notice" (selected), "End Payment Date" (with a date field and "(mm/dd/yyyy)"), and "Number of Payments" (with a text field and "payments").  
- **Payment Option**: Includes "Automatic" (selected) and "Fixed" radio buttons. Below is a field for "Pay bill amount up to a maximum of: \$" with a text input and "(optional)". Underneath, there are two radio button options: "when bill arrives" (selected) and "1" (with a dropdown arrow) "day(s) before due date".  
At the bottom of the form are "Back" and "Submit" buttons. The footer contains "Terms and Conditions", "Privacy Policy", "© KUBRA 2018", and social media icons for Google+, LinkedIn, Twitter, and Facebook.

**Account Number** – Select the NOVEC account number from the drop down menu. If you only have one NOVEC account, there will only be one account number to select.

**Payment Account (from)** – Select the bank account you want to use for your monthly recurring payment.

**Starting** – The next day's date is automatically listed in this field. If you wish to modify the start date, click the menu icon to the right of the date field and select the date to begin.

**Ending** – The system defaults to "Until further notice". If you wish to modify this, please select either **End payment Date** or **Number of Payments** and complete the necessary information.

**Payment Option** – You can select Automatic Payments or Fixed Payments.

Automatic – Pay Bill amount up to a maximum of: \$\_\_\_\_\_ (optional). **We recommend NOT including a maximum amount to pay. If the bill amount exceeds the maximum amount entered, the system will abort the payment attempt.**

Choose to pay when the bill arrives (which is the system's default setting) or to pay X number of days before the due date. If you opt for this selection, our recommendation is to set the system to pay a minimum of three (3) business days before the due date. This allows sufficient time for payment processing.

Fixed (Payment Option) – Here you can designate the system to pay a SET amount each month or each week. Enter the amount you wish to pay and then select the date of the month or week the payments should be drafted on. Note: **\*Note: this option may result overpayments or underpayments on your account if the fixed amount chosen is above or below the amount due.**

- 6) Once all information is completed, click the Submit button. The next screen will confirm successful setup. It should say ACTIVE under status.



Manage AutoPay

**Description**

To set up a new AutoPay click on the "Add AutoPay" button below. To edit or cancel an existing AutoPay, use the buttons found in the action column.  
**IMPORTANT:** The AutoPay profile will only affect NEW bills. Please schedule payment of any current bills by clicking on the View/Pay Bill button on the home page.

**AutoPay Profiles**

Account Number	Payment Amount	Payment Account	Status	Action
[REDACTED]	Amount on bill	checking	Active	Edit Cancel
[REDACTED]	Amount on bill	[REDACTED]	[REDACTED]	[REDACTED]

Add AutoPay

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**Please note: Auto-payments will only affect NEW bills which have not yet printed. If your account has a balance, you will need to make a one-time payment.**