

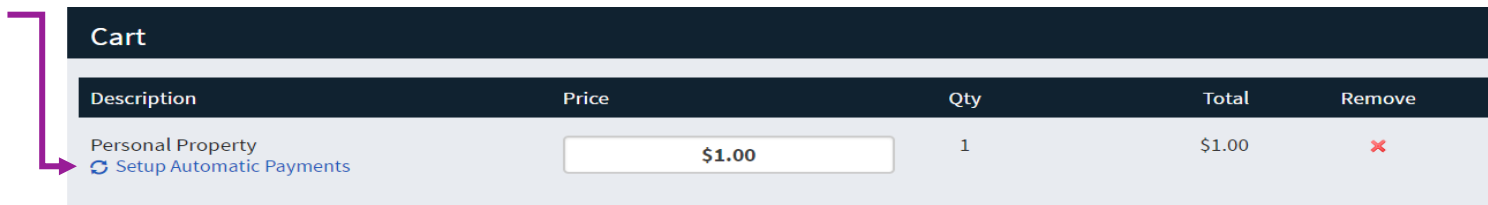
AutoPay

This feature allows you to create automatic payment plans for your bills.

To begin the Autopay enrollment process, you will need to go <https://unipaygold.unibank.com>, select the Town/City and bill you would like to pay, and Add your Bill to the cart. If you recently received your bill in the mail, and you are unable to locate it in the online payment center, you may have to wait until the next billing cycle to enroll. Please reach out to the city/town to ensure your bill is available in the file uploaded to UniPay.

1. If you are already a user, select **Login**.
2. If you are not a registered user, select **Sign Up** & create a UniPay account

Click on **Setup Automatic Payments** icon after proceeding to cart.



Description	Price	Qty	Total	Remove
Personal Property Setup Automatic Payments	\$1.00	1	\$1.00	X

3. Once Logged into your Account, follow the steps of the Enrollment Wizard to create an Automatic Payment Plan.
 - You will be prompted to enter the email address associated with your UniPay Account.
 - Next you may Select an Existing or Add a new Checking Account (your payments will be debited from this account) ***please review your account information carefully.**
 - Finally, you will agree to Terms & Conditions & Verify your Bill information.
Your Autopay plan WILL NOT be active unless the below steps are taken:
 - You will receive an email with a link that you must click, used to verify your email account.
 - In two business days after the enrollment process is initiated, Micro-Deposits (two small deposits under \$1.00), will be added and then removed from your bank account. **To Verify your bank account, you MUST log in to your UniPay Account to confirm these two amounts within 5 days.** (After 5 days the plan will expire & you will need to re-enroll.) Once you see the Micro-Deposits in your account, Login and Under MY ACCOUNT, enter the Micro Deposit amounts, then select [Confirm]

Payment Methods

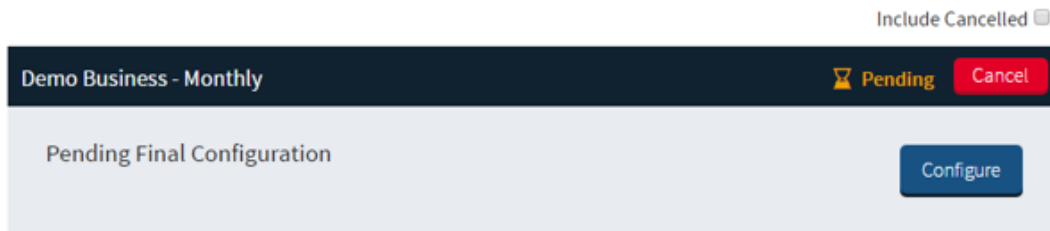
Confirm Bank

We sent two small deposits (less than \$1.00) to **TEST**
Once you've received your deposits (usually takes 1-2 days) please enter the amounts to confirm you own the account

<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Confirm"/>
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4. After confirming your micro-deposits, please log into your UniPay Account & select the **Automated Payment Plan** tab on the left-hand side located under **My Account**, then select **Configure** which will allow for payment and date options to be selected.

Automated Payment Plans

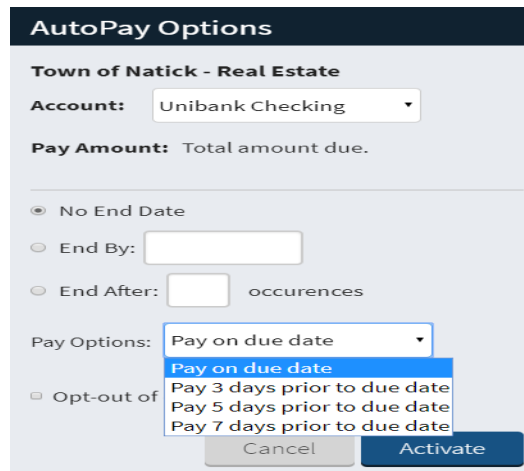


Demo Business - Monthly Include Cancelled

Pending Cancel

Pending Final Configuration Configure

5. After selecting **Configure** the Autpay Options screen will appear.
- The verified bank account will be shown, as well as the pay amount, which will always be the total amount of your bill.
 - You also will have the option to select an end date of the Autopay plan if desired.
 - You will have the ability to select which date, relative to the bill's due date, that you would like your payment to post.
 - Upon making those selections, please select **Activate**, which will complete the Autopay setup process.



AutoPay Options

Town of Natick - Real Estate

Account: Unibank Checking

Pay Amount: Total amount due.

No End Date

End By:

End After: occurrences

Pay Options: Pay on due date

Opt-out of Pay on due date

Pay 3 days prior to due date
Pay 5 days prior to due date
Pay 7 days prior to due date

Cancel Activate

*****IF YOUR START DATE IS LATER THAN YOUR DUE DATE, PLEASE ALSO SUBMIT A MANUAL PAYMENT*****

(Your plan will be active for the next billing cycle. You will also receive an email notification when your payment has been 'scheduled' 5 days before your bill is Automatically paid on your selected Pay date.)

6. Once your AutoPay plan is activated, and your billing cycle nears, you will receive an email stating that your AutoPay payment is scheduled to post on the due date, 3 days prior, 5 days prior, or 7 days prior to the due date – whichever date you chose for your Pay Option. If you would like to check that your payment was scheduled, you can simply Log in to your Account, select My Account, then View Scheduled Payments. You will want to ensure that there is only one scheduled payment per bill.