

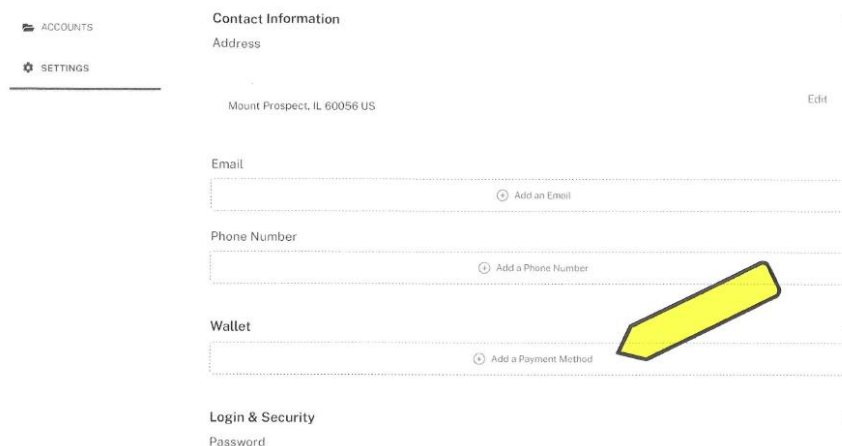
To create a secure user profile to store one or multiple payment methods and/or schedule recurring auto-payments for your utility bills:

Create Your Secure Mount Prospect User Profile

1. From the Welcome login screen, select the “Don’t have an account? Register here.” link at the bottom of the screen.
2. Enter the information requested and click “Register”.
3. You will receive an email verification to complete your registration.
4. From the ACCOUNTS Tab on the left, click “Add an account”.
5. Enter complete utility account # and click “Search”.
6. Account should now be attached to your profile.

Set Up Payment Option(s)

1. From the “SETTINGS” tab on left side, click “Add a Payment Method” under Wallet:



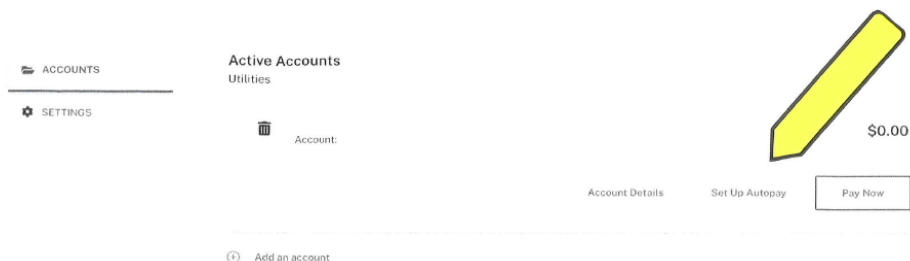
The screenshot shows the 'SETTINGS' tab selected in the left sidebar. The main content area is titled 'Contact Information' and includes sections for 'Address' (Mount Prospect, IL 60056 US), 'Email' (Add an Email), 'Phone Number' (Add a Phone Number), 'Wallet' (Add a Payment Method), and 'Login & Security' (Password). A yellow arrow points to the 'Add a Payment Method' button in the 'Wallet' section.

2. Select the payment method you wish to store (checking or credit/debit card).
3. Complete all fields.
4. Based upon payment method entered, select Add Credit Card or Add Bank Account.

At any time you may log in to delete, add, or edit a payment method.

Set Up Recurring Auto-Payments

1. From the “ACCOUNTS” tab, select “Set Up Autopay” under the Account #:



The screenshot shows the 'ACCOUNTS' tab selected in the left sidebar. The main content area is titled 'Active Accounts Utilities' and shows a list of accounts with a balance of \$0.00. A yellow arrow points to the 'Set Up Autopay' button. Below the list is an 'Add an account' button.

2. Select the saved payment method and check the “Terms and Conditions” box.
3. Click “Confirm” in lower right corner.

A reminder email will be sent two days before your scheduled auto-payment process.