



How to Set Up Credit Card Auto Pay

- ◆ First, go to our team website: www.westsideaquaducks.com, and log in using the account information provided to you. Keep the login information handy — you'll need it from time to time. If you need to receive updated login information, contact us at billing@westsideaquaducks.com.
- ◆ On the left side of your screen, click **My Account**.
- ◆ On the left side of your screen, click **Setup Auto Pay**.
- ◆ Next to **Current Payment Method**, open the dropdown menu and select **Automatically charge CREDIT CARD below (recommended)**
- ◆ Next to **Credit Card on File**, click **Edit**.
- ◆ In the **Account Credit Card Setup** window, fill in the form completely.
- ◆ Click **Save Changes**.
- ◆ In the **Do You Want to Save Changes?** popup window, click **OK**.
- ◆ Please feel free to contact our billing coordinator with any questions: billing@westsideaquaducks.com.