PAYMENTUS RECURRING PAYMENTS
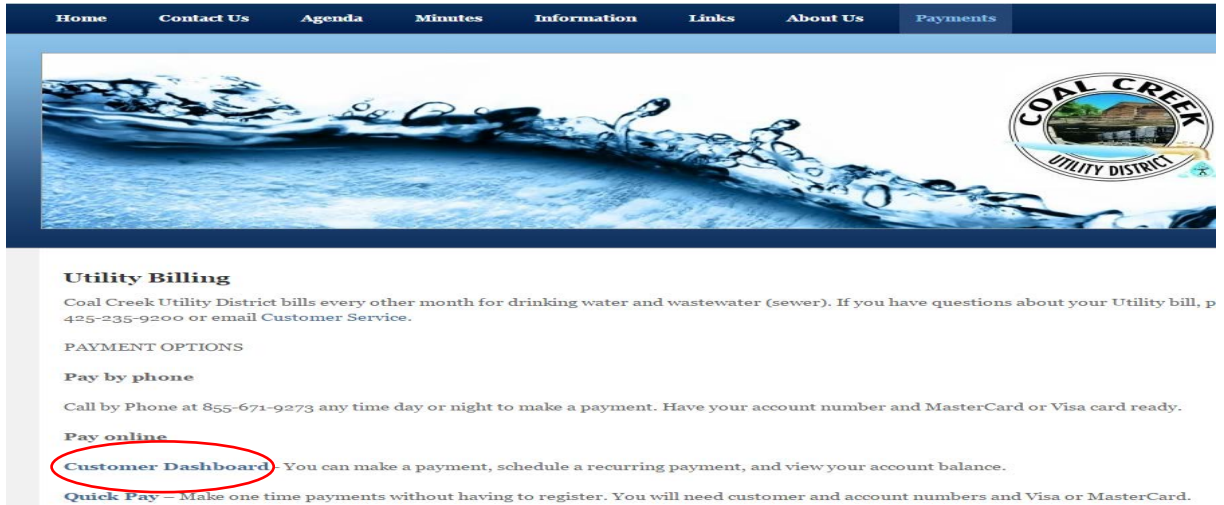
1) Go to CCUD.org and follow the link to payments

2) Select Customer Dashboard

3) Click on Sign up Now to create a profile if you haven't already

4) Complete My Profile information and click sign up

Please enter all of the information below and click **Sign Up**.

My Profile Information

First Name:

Last Name:

Email Address:

Phone Number: ( ) - ext

ZIP Code:

Language Preference: ● English

Passwords must meet the following requirements:

- must be at least 6 characters in length
- must contain at least one number and 1 alpha
- only alphanumeric characters are allowed

For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of numbers.

Password:

Re-enter password:

Security Question 1: What was your childhood best friend's name? ▼

Security Answer 1:

Security Question 2: What was your childhood best friend's name? ▼

Security Answer 2:

[Sign Up] [Cancel]

5) Click back to login

You are now enrolled

First Name: Jamie
Last Name: Crookston
Email Address: jcrookston@ccud.org
Language: English
Phone Number: (425) 235-9200

Security Question 1: What was the make of your first car?
Security Answer 1: ****

Security Question 2: In what city were you born?
Security Answer 2: ****

[Back to Login]

6) Login in with your email address and password

Customer Dashboard

Already have an account?
Please enter your email and password and click Login.
If you are not enrolled yet, please sign up now.

Email: jcrookston@ccud.org

Password:

Login

Forgot Password?

Need to make a payment in a hurry?
To make a quick payment without enrolling click Pay Now.

Pay Now

VISA   MasterCard   DISCOVER   e CHECK

Paymentus

7) Go to accounts tab and click on add accounts

Customer Dashboard

| Bills | Payments | Schedules | Accounts | Payment Methods |

My Accounts | Add an Account

My Accounts   Show Search

Download Data

1-1 of 1 Items

Account Number	Payment Type	Amount Due	Date Due	Date Authenticated	Suspended	Action
0210310	Utility Bill	$0.00	Feb 18, 2016	Mar 2, 2016 6:19:35 PM	No	View	Deactivate	Pay

8) Enter your account number (be sure to use all 7 digits excluding the space) and click on add

Customer Dashboard

| Bills | Payments | Schedules | Accounts | Payment Methods |

My Accounts | **Add an Account**

Please enter all of the information below and click **Continue**.

Account Information

Payment Type: Utility Bill (Consumer)

Please enter your account number, including any zeros, as shown on your bill

* Account Number:

Add   Cancel

You should see the following:

Customer Dashboard

| Bills | Payments | Schedules | **Accounts** | Payment Methods |

My Accounts | **Add an Account**

Account has been successfully added to your profile

Account Information

Payment type: **Utility Bill**
Account number: **0204470**
Date authenticated **Mar 3, 2016 5:31:44 PM**

9) Choose the Schedules Tab and then click on schedule a payment

Customer Dashboard

| Bills | Payments | **Schedules** | Accounts | Payment Methods |

My Schedules **Schedule a Payment**

My Schedules   Show Search

Download Data

1-1 of 1 Items

Confirmation Number	Amount	Channel	Frequency	Payment Day	Start Date	End Date	Payment Type	Account Number	Payment Date/Time	Payment Method	Origin	Originator	Email Status	Active	Action
803847	N/A	Web Channel	On the due date of each bill	N/A	Mar 2, 2016	NA	Utility Bill	0210310	NA	MasterCard ***********8163	Customer Dashboard	jcrookston@ccud.org	Sent	Yes	View	Edit

Should bring you to this screen to choose which account you want to make a payment on/click continue

Customer Dashboard

| Bills | Payments | **Schedules** | Accounts | Payment Methods |

My Schedules **Schedule a Payment**

▶ Select Account   ▶ Payment Information   ▶ Confirm Payment

Please select the account below and click **Continue**.

1-1 of 1 Items

Account Number	Payment Type	Amount Due	Date Due	Date Authenticated	Suspended
⦿ 0210310	Utility Bill	$0.00	Feb 18, 2016	Mar 2, 2016 6:19:35 PM	No

Continue   **Cancel**

10) Select Frequency of payment and enter credit/debit card information

Click continue and you should be able to verify info (see below):

You should also receive a confirmation email that your payment arrangements were successful.