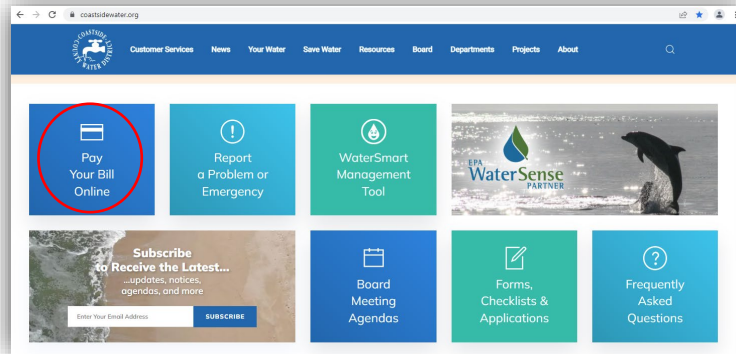


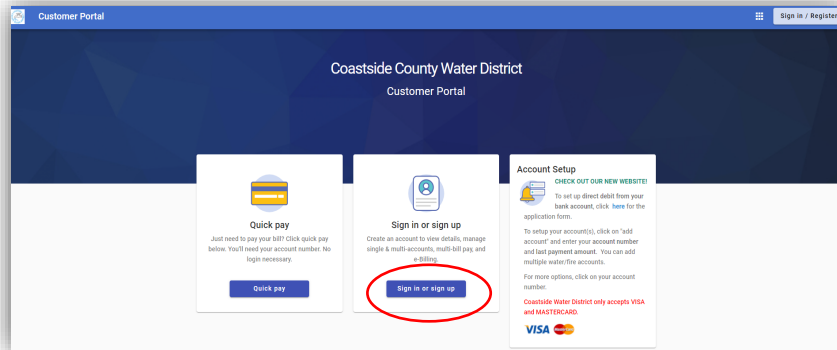
# COASTSIDE COUNTY WATER DISTRICT

## Steps To Manage Auto Pay

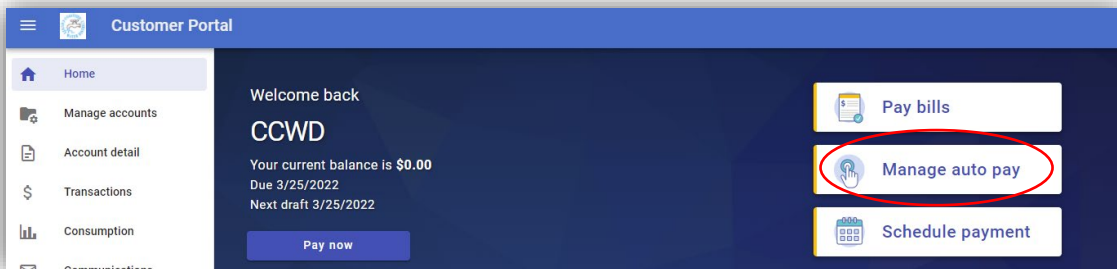
1 Go to [www.coastsidewater.org](http://www.coastsidewater.org). Scroll down the page and click on PAY YOUR BILL ONLINE.



2 Click SIGN IN OR SIGN UP. Enter your Username and Password.

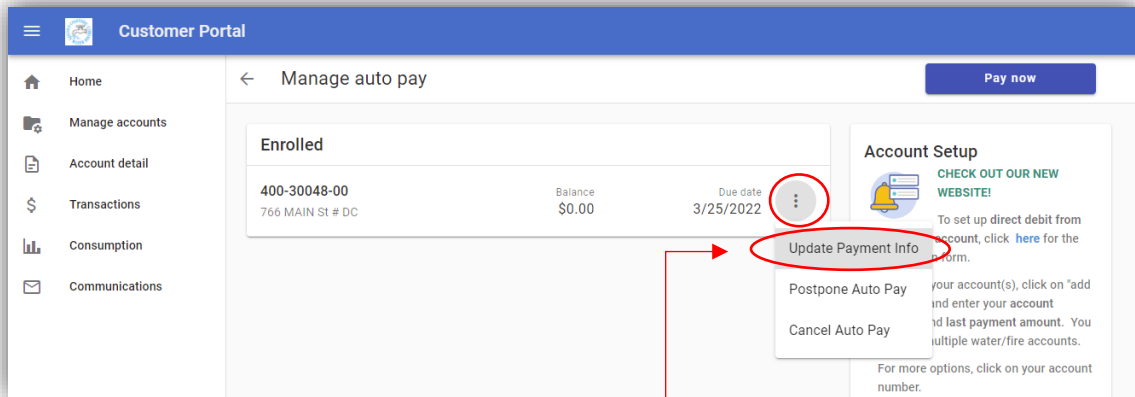


3 Click on MANAGE AUTO PAY.




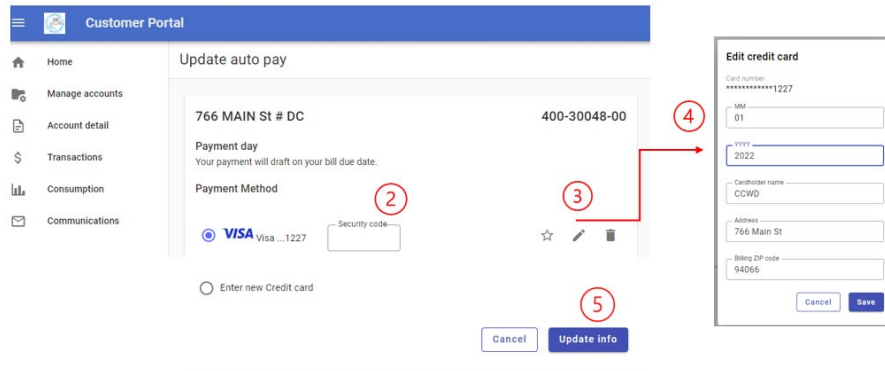
4

Click the three dots, this will bring a dropdown box that will say UPDATE PAYMENT INFO, POSTPONE AUTO PAY, CANCEL AUTO PAY.




**To update expired credit card, follow the steps below:**

- Step 1: Select UPDATE PAYMENT INFO.
- Step 2: Enter your security code.
- Step 3: Click EDIT (the pencil icon ).
- Step 4: Enter the new expiration date and save.
- Step 5: Click UPDATE INFO.



**To add a new card and delete the old credit card, follow the steps below:**

- Step 1: Select UPDATE PAYMENT INFO
- Step 2: Select ENTER NEW CREDIT CARD and enter your credit card information.
- Step 3: Click UPDATE INFO.
- To delete the old credit card, go to step 4:**
- Step 4: Go back to the *Update Auto Pay* window and select the old credit card. Click DELETE (the trash can icon ).
- Step 5: Click UPDATE INFO.