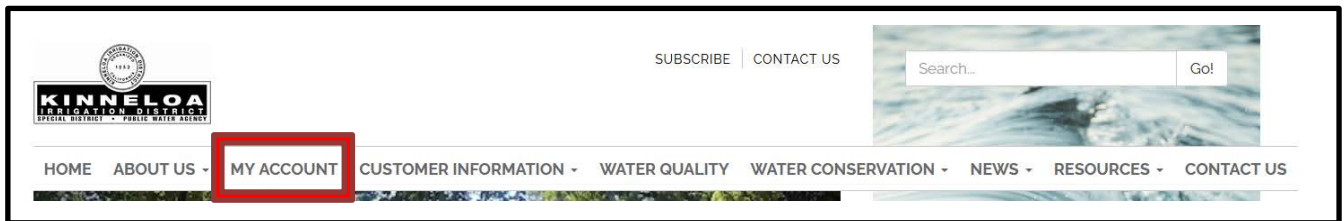




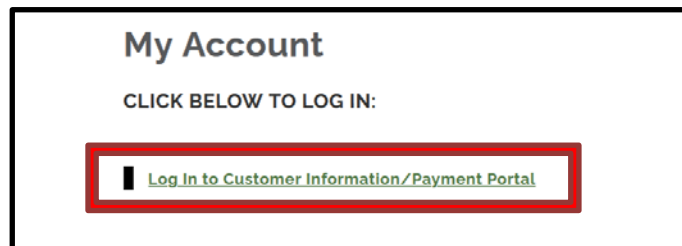
1999 KINCLAIR DRIVE, PASADENA, CALIFORNIA 91107-1017
TELEPHONE (626) 797-6295 • FAX (626) 794-5552
WEBSITE: kinneLoairrigationdistrict.info

RECURRING CREDIT CARD PAYMENTS

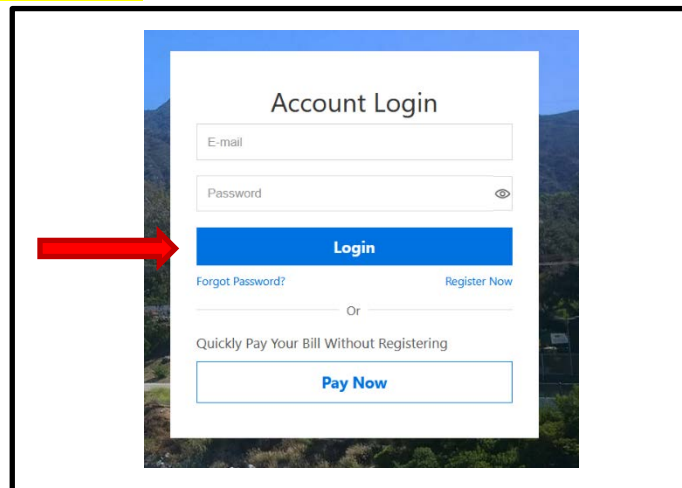
1. Go to <https://www.kinneLoairrigationdistrict.info> and click on **My Account**.



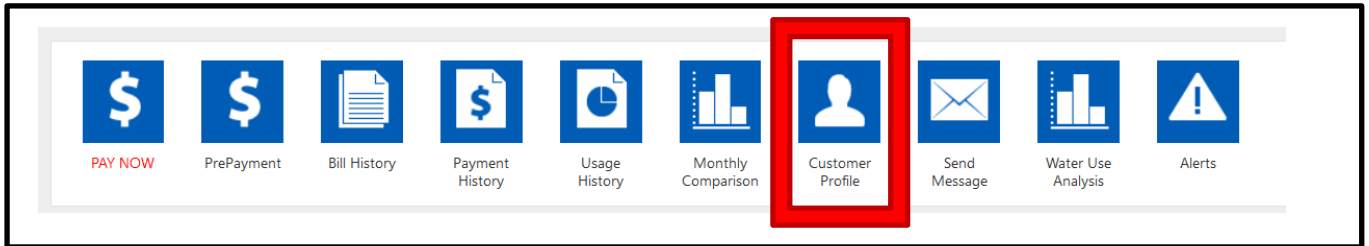
2. Click on **Log In to Customer Information/Payment Portal**



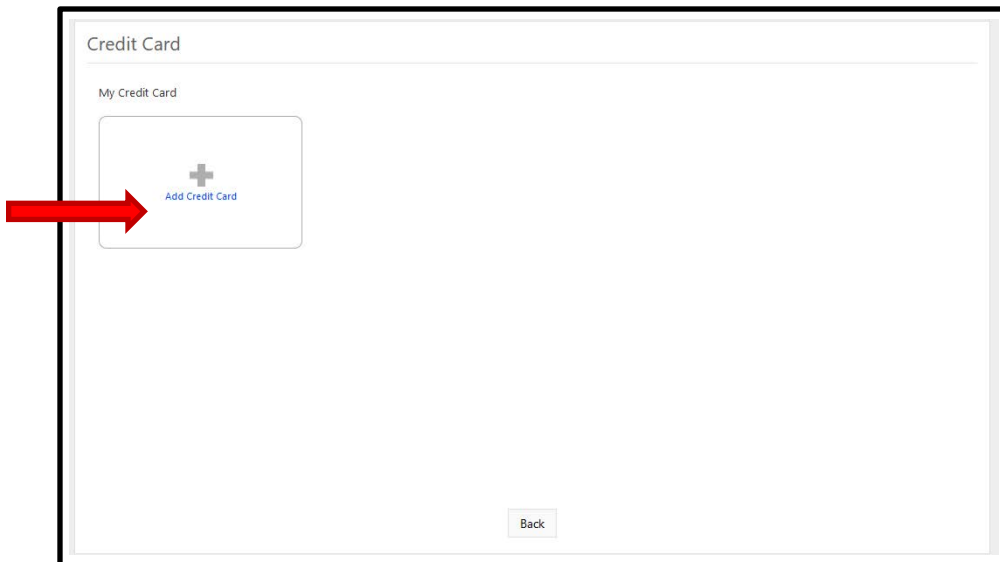
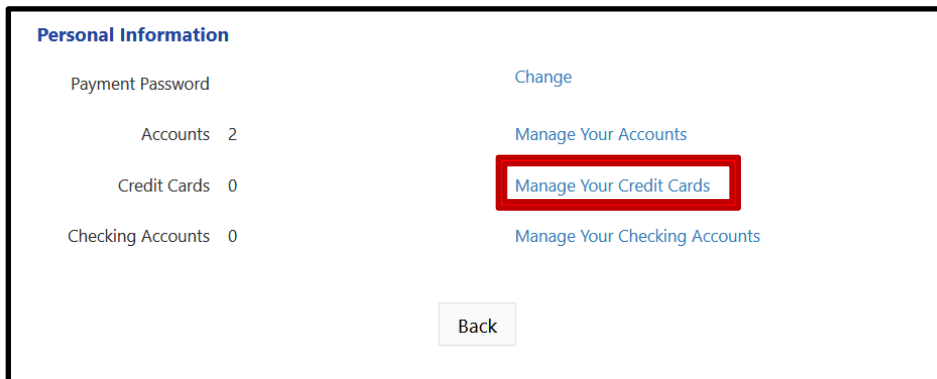
3. **Log in to your account.**



4. Register your account or if you have pre-registered, log in, **click on Customer Profile in the top right-hand corner.**




5. **Click on Manage Your Credit Cards.**



6. **Select Add Credit Card.**

Add Credit Card


Credit Card Number*

Expiration Date* 

Card Holder Name*

+ Show optional fields

Save Cancel



7. Input your credit card information and Select "Save"

Personal Information

Payment Password		Change
Accounts	2	Manage Your Accounts
Credit Cards	0	Manage Your Credit Cards
Checking Accounts	0	Manage Your Checking Accounts

Back

8. Return To Customer Profile page and Select Manage Your Accounts.

Account Management

Add New Record

Account Number	Merchant Name	Description	Recurring Setup			
1234-00	LAST NAME	Water Service	<input type="checkbox"/>	Recurring	Delete	
		Water Service	<input type="checkbox"/>	Recurring	Delete	

9. Click **Add New Record** or Find your Kinneloa Irrigation District Account number and click on the grey button that says **RECURRING**.

Credit Card - Select a Creditcard -

Check - Select a Check -

Limit: 0.00
 (\$0.00 represents no payment amount limit)

Save Close

10. Upon clicking the Recurring grey button, a default box will appear. Select your credit card from the drop-down menu and click **Save**, and then click **Close**.

Account Management

Add New Record

Account Number	Merchant Name	Description	Recurring Setup			
1234-00	LAST NAME		<input checked="" type="checkbox"/>	Recurring	Delete	
	KID	Water Service		Recurring	Delete	

11. The **Recurring Setup** box should show checked.

You have successfully set up your Recurring Credit Card Payment!

Please note, online recurring payment is not the same as automatic payment. Customers who use online payment are responsible for verifying that payment was successful. Confirmation of successful online payments via credit card or online check is emailed to the customer. If credit card payment is unsuccessful for any reason, such as credit card expiration, an unsuccessful email is sent to the customer. If online payment by check is unsuccessful, the office staff may contact you.

If you desire automatic payment and no risk of late fees, fill out and return to the office a direct deduction authorization form.

If you have any questions regarding this process, please call the office. Our hours are 8:00AM – 5:00PM, Monday through Friday.