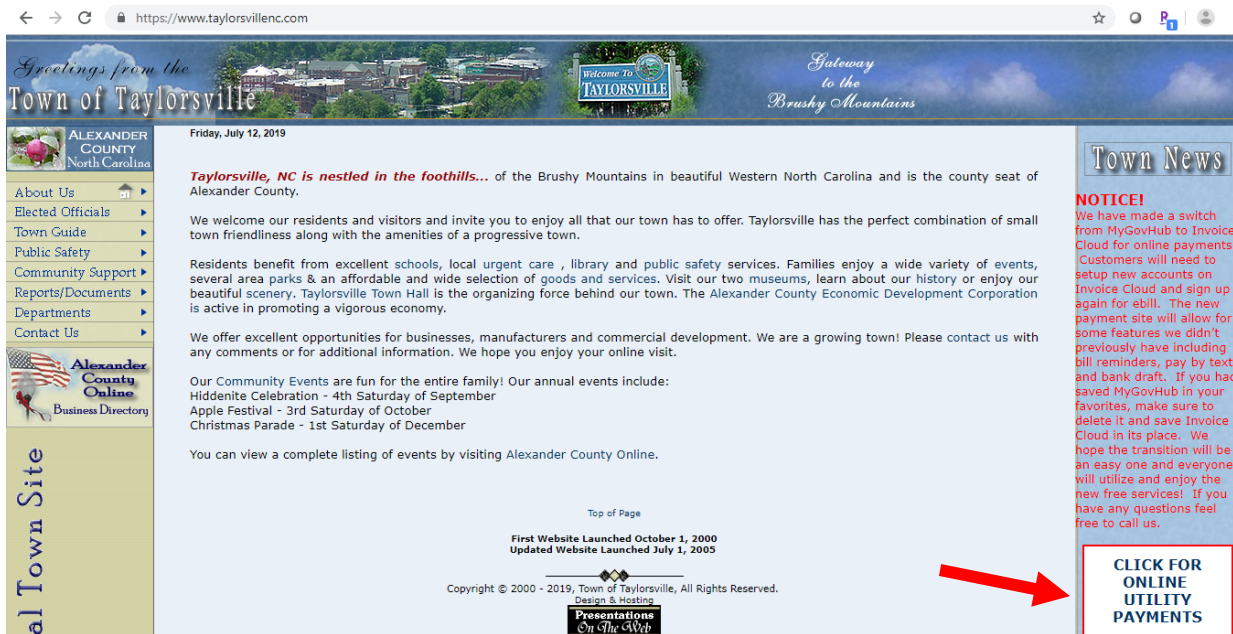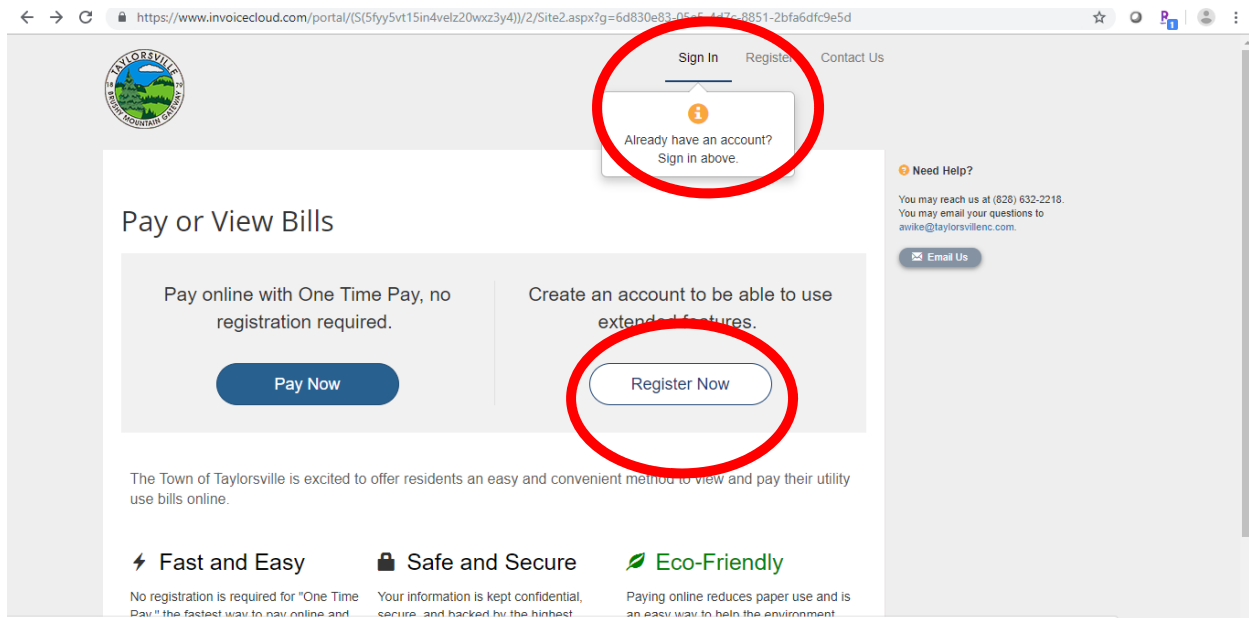# How to sign up for bank draft

Visit our website at www.taylorsvillenc.com. Click on the button that says "Click for online utility payments"
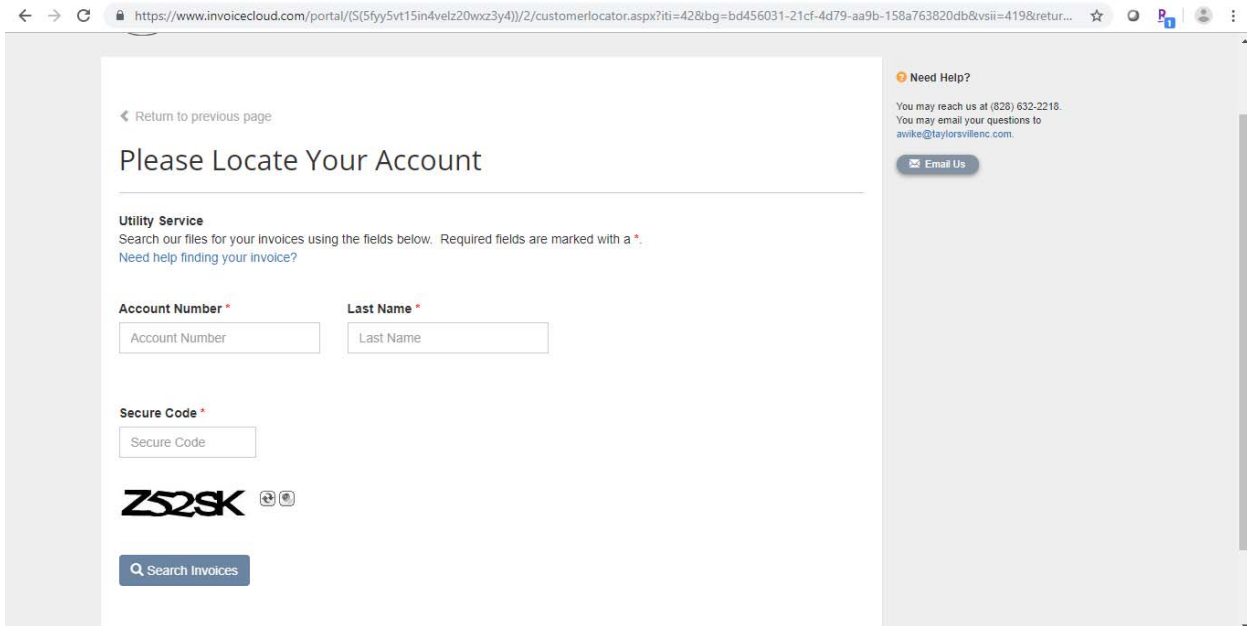

Click "Register Now". Once you establish an account with invoice cloud you can click "Sign In" at a later date to access your account.

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After Clicking the "Register Now" button, it will ask you for your account number, last name, and secure code. For the account number you have to include all the zeros and the decimal (001234.00). The security code is the 5 characters below the secure code box. Then click "Search Invoices"

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After clicking "Search Invoices", your account should pull up with all invoices owed. Click on the square next to one of these accounts/invoices. Then click "Register Selected Invoices"

Once you click "Register Selected Invoices" a screen will pop up and ask you some information. The "secure code" is the 5 characters below the "secure code" box. (The Paperless billing option is automatically checked below the secure code. If you do not want to receive paperless billing, uncheck this box.) Once you have entered the information click "Complete Registration".
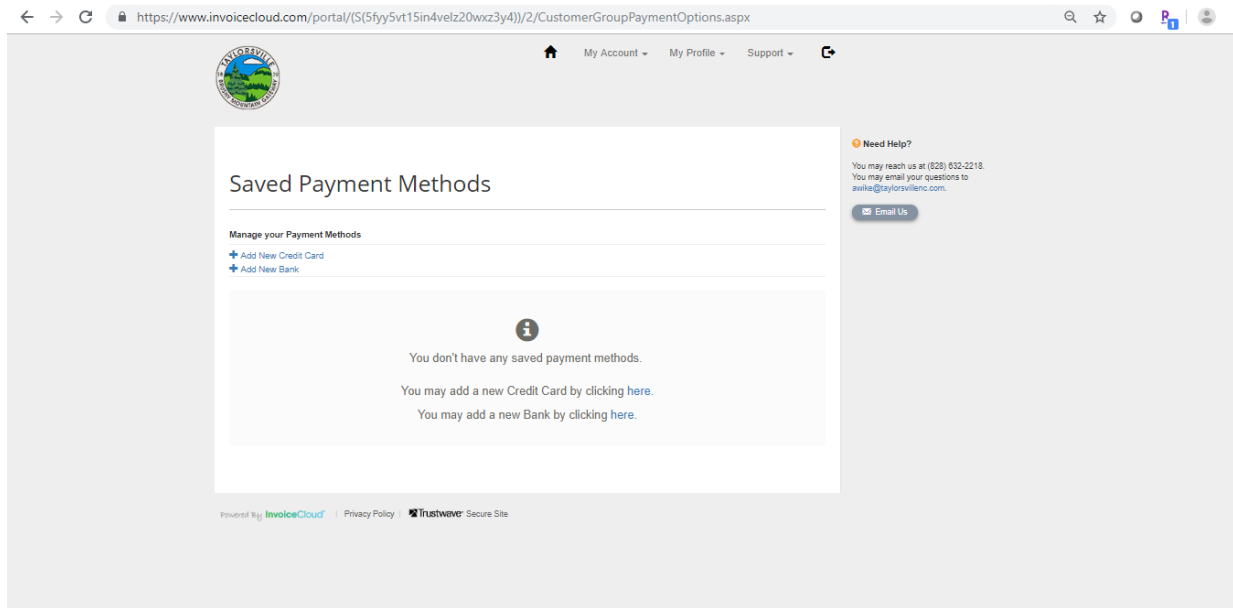
How to sign up for bank draft

Click "My Profile at the top of the page, then click "Payment Methods".
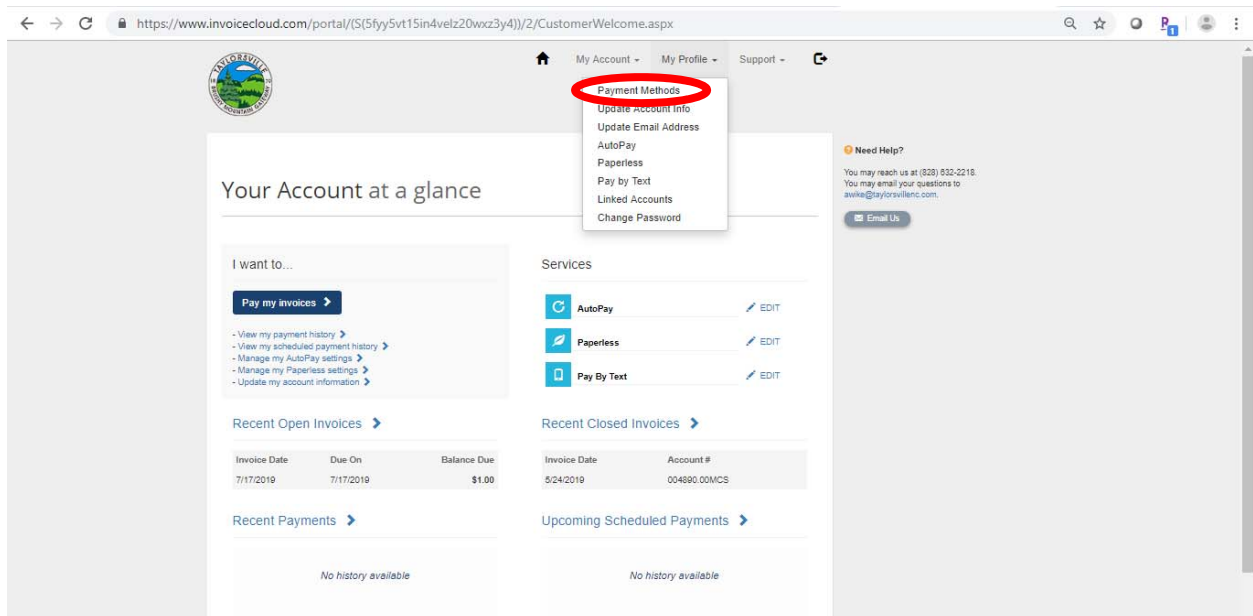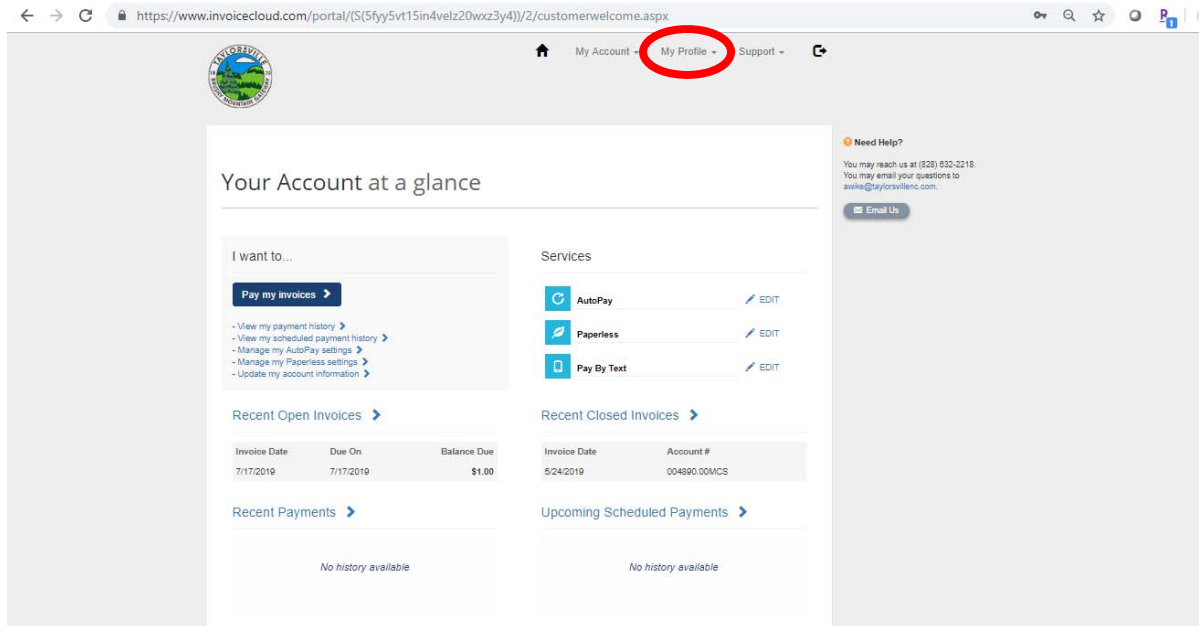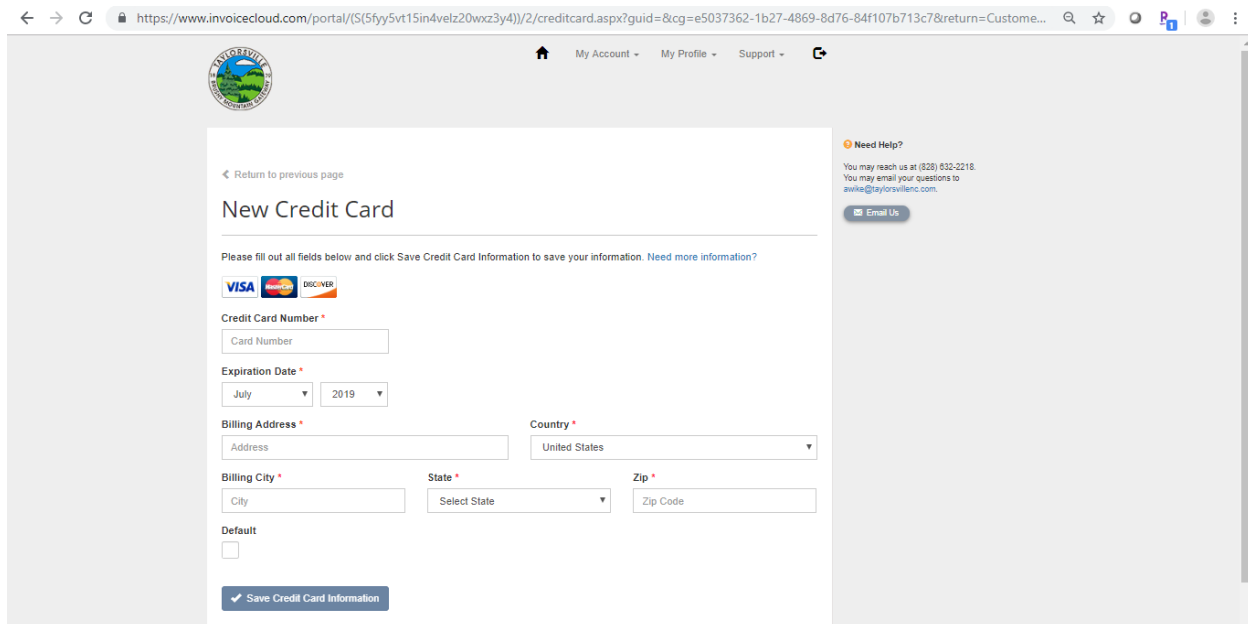
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The next screen gives you the option to add either a new credit card or bank information. This payment method will be the account your monthly bill is drafted from.

Fill out the information required based on the payment method you chose then click "Save Information".

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Once you click "Save Information", it will take you back to the payment method screen and display the information you entered. Click the "Home" button beside the "My Account" button.

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This will take you back to the Account overview page. Click "AutoPay"

Click the "New AutoPay Setup"

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The next screen auto fills with the account information, invoice type, payment method, and autopay status. If this information is correct, click "Save the AutoPay Setup".

The next screen will show the autopay setup. Invoice Cloud will send you an email to confirm the autopay setup. You must follow the instructions in the email and confirm your account before the autopay feature will begin working.