

How to Enroll in Auto-Debit and Paperless Billing

QUICK GUIDE

1. Login to your account.
2. Click on My Profile on the left side.
3. Click on "Edit" under Actions in the Accounts portion of the webpage.

Login Information

E-MAIL ADDRESS [Update](#)

pudcustomerservice@thurstonpud.org

PASSWORD [Update](#)

Payment Methods

Description	Type	Actions
My Credit Card *	Credit Ends in: 8642, Exp: 03/2019	X DELETE ?
US Bank Acct	Check Ends in: 6789	X DELETE

*Payment profile has been disabled and can be removed.

Accounts

Account	Paper Bill	E-Bill	Auto Pay	Actions
016851-000	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> US Bank Acct	 EDIT X REMOVE

Paper Bill: Enable this to receive a paper copy of your bill via the mail.

E-Bill: Enable this to receive an electronic copy of your bill via email.

Auto Pay: Enable this to automatically debit your account when your bill is due.

4. Under Paper Bill, change the selection to "No, do not print and send my bill using the postal service".
5. Under Electronic Bill, change the selection to "Yes, send an electronic copy of my billing statement via e-mail when the bill is ready."
6. Under Auto Pay Options, check, "Yes, I would like to activate auto payment."
7. Under Payment Method Options, select "Use Existing Payment Method" if you already have one saved. Then select the method under "Select Existing Payment Method". Otherwise, select "Use New Payment Method" and enter the new information.
8. Select "Save".

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My Profile > Edit Account > 016851-000

Paper Bill

Receive a copy of your bill via mail?

- Yes, print and send my paper bill using the postal service.
- No, do not print and send my bill using the postal service.



Electronic Bill

Receive a copy of your bill via e-mail?

- Yes, send an electronic copy of my billing statement via email when the bill is ready.
- No, do not send the bill electronically.



Auto Pay Options

- Yes, I would like to activate auto payment.

[Tell me more about Auto Pay](#)



Payment Method Options

- Use Existing Payment Method
- Use New Payment Method



Select Existing Payment Method

- US Bank Acct (Electronic Check ending in : [REDACTED])



SAVE

- Send us an email at PUDCustomerService@ThurstonPUD.org so we can apply the credit! In the subject line put "\$5". In the body just write your name and account number.

 Send	From	PUDCustomerService@thurstonpud.org
	To	PUDCustomerService@thurstonpud.org
	Cc	
	Bcc	
Subject		\$5

John Doe
016851-000

Congratulations! You just saved \$5.