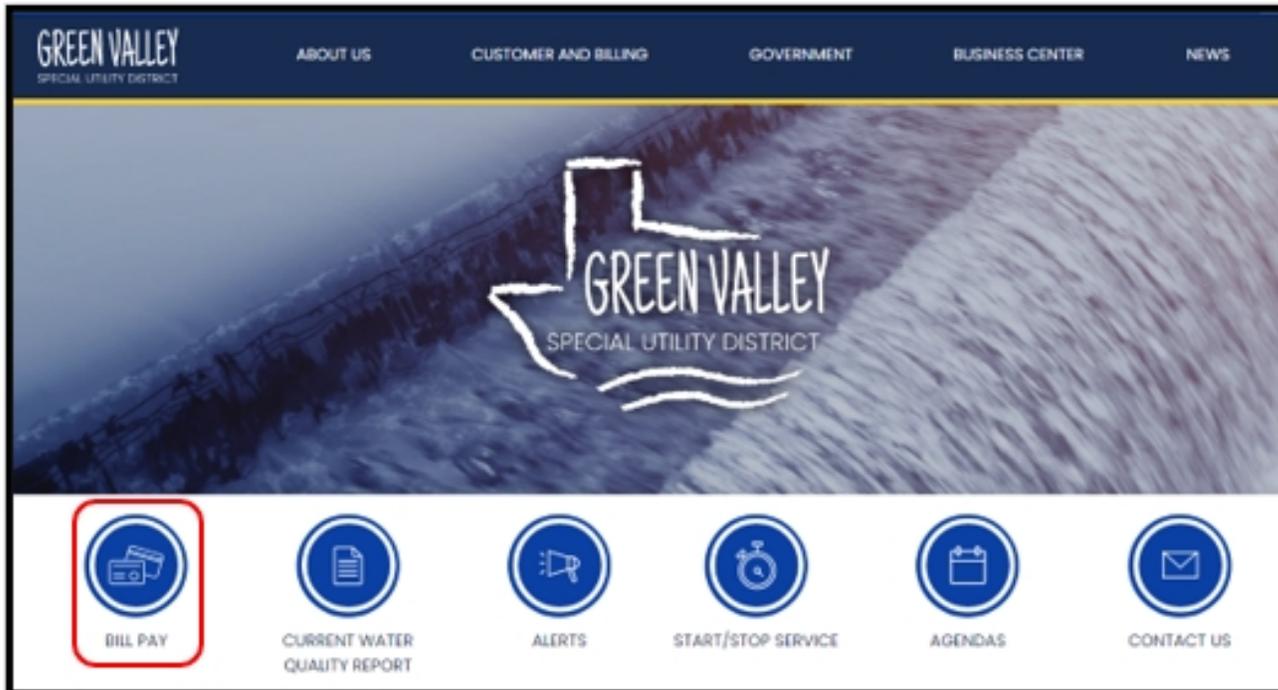# SET UP AUTO PAY ONLINE WITH LOG IN

Go to **www.gvsud.org**

- **Click on "Pay Bill"**

- **Enter Username – This is the email associated with your account**
- **Enter Password**
- **Click "Log In"**

- **If you are not sure if you are enrolled in Automatic Bill Pay check the home screen**

- **Click "Pay Bill"**

- **Choose Payment Amount**
- **Choose Payment Method**
- **Click Add Payment**

Choose Payment Amount

● Due Now	$101.48
○ Balance Due	$101.48
○ Other	$ 0.00

Choose Payment Method

Stored Payment	Not Using a Stored Payment ▾
	- or -
Payment Method	American Express ▾

Cancel   Add Payment

- **Click Setup Automatic Bill Pay**
- ****** You can only set up Automatic Bill Pay with a Credit/Debit Card**

Payment Method Change		Checkout
Visa		

Utility   (13634.00 94) $101.48
Remove   Schedule   Setup Automatic Bill Pay (Not Setup)

Third Party Fee $2.99
- Your account will be charged a bill servicing fee of $2.50 for all payments up to $85.00, or a fee of 2.95% for all payments above $85.00. This will result in two separate charges, the bill servicing fee to Bill Servicing and the bill balance to the Green Valley SUD.

Total **$104.47**

- **If you agree to the terms and conditions check the box**
- **Click on Enroll**
- **Click Update**

Terms and Conditions

Automatic Bill Pay Information
When you enroll in automatic bill payment:

- Your credit card will be automatically charged the current balance due on the due date.
- A receipt will be sent to your login email address whenever your credit card is charged.
- You may easily disable automatic bill pay on the account summary page, if you decide to stop.
- When your credit card expires automatic bill payment will end. Emails will be sent to your login email address notifying you if this happens.

☑ I have read and agree to these terms and conditions.

🔘 Enroll   ⭕ Do Not Enroll

Update

- **Enter Card Information**
- **Click Submit Payment**

Total Amount Due:

* Required

Enter Credit Card Information (*Required Field)

*Name On Card	
Card Type	American Express Change
*Credit Card Number	
*Expiration Date	1 ⌄ 2024 ⌄
*Security Code	
*Billing Address	
*Billing City	
*Billing State	
*Billing Zip Code	

☐ Store this credit card for future payments. ⓘ

☑ Send email receipt.

< Back To Cart   Submit Payment

For your security, your credit card information does not get stored on this system. ⓘ

- **You will see your payment was successful and your receipt for payment**

Admin	Bill Summary	Link Bill	Profile

Your payment of $104.47 was approved.

```
Reference Number: [        ]
Receipt: 13026-140
Date: 1/29/2024 4:56 PM CST

Utility                              $101.48


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Total Paid:                          $101.48

Credit Card:                         $101.48



-------------
Total Tendered:                      $101.48


Third Party Fee                        $2.99
                                 -------------
Total Paid:                            $2.99
Credit Card:                           $2.99



                                 -------------
Total Tendered:                        $2.99
```

- **Your home screen will show you are enrolled**

Alias	12345.00 98
Account Number	12345.00 98
Name	Your Name
Service Address	12345 Nowhere St
	Marion, Texas 78121

Current Bill	$97.85	Billing History
Past Due	$0.00	
Adjustments	$0.00	
Penalty	$0.00	
Payments	$0.00	
Balance Due	$97.85	Pay Bill
Due Date	2/10/2024	

Automatic Bill Pay

This account is enrolled.
Master Card
xxxx-xxxx-xxxx-1234
Will be paid on Feb 10, 2024.

Deactivate

View and Print Bills

Jan 19, 2024
Dec 19, 2023
Nov 19, 2023
Oct 19, 2023
Sep 19, 2023

View All