How to Sign Up for Autopay with InvoiceCloud

1. Go to http://invoicecloud.com/vcpwa

PUBLIC
VENTURA COUNTY
WORKS

Sign In   Register   Contact Us

Pay or View Bills

Pay online with One Time Pay, no registration required.

Pay Now

Create an account to be able to use extended features.

Register Now

🔶 **Need Help?**

You may reach us at (805) 378-3000. You may email your questions to wscs@ventura.org.

✉ Email Us

To pay your bill by phone please call 855-844-0357.

2. Login to your InvoiceCloud Account by entering your email and InvoiceCloud password.

Sign In

Email Address *

Email Address

Invoice Cloud Password *

Password

Sign In ➡

Forgot your password?

Register

If you are a first time user, you will need to create an account to be able to use extended features such as:

- Review Invoice History
- Review Payment History
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

Register Now >

You may reach us at (805) 378-3000 .
You may email your questions at wscs@ventura.org.

3. Under "Services", locate the Autopay option and click the "Edit" button.

Your Account at a glance

I want to...	Services	
Pay my invoices ❯	↻ **AutoPay**	✏ EDIT
- View my payment history ❯	🖉 **Paperless**	✏ EDIT
- View my scheduled payment history ❯	📱 **Pay By Text**	✏ EDIT
- Manage my AutoPay settings ❯		
- Manage my Paperless settings ❯		
- Update my account information ❯		

4. If you have made a payment with InvoiceCloud before your payment information could be saved on your account. If you haven't or if you want to use a different payment method click on the option to add a payment method.

↻ AutoPay

Manage

View Fees Disclosure

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically. There is a $500 limit for credit cards on AutoPay. If your bill is higher than $500, please sign up using you bank account and routing number.

ℹ Please add a new Payment Method before signing up for AutoPay by clicking here.

ℹ

You are not set up on AutoPay.

5. Add a payment method by choosing to add a new credit/debit card or a new bank account for echecks (EFT/ACH).

Saved Payment Methods

Manage your Payment Methods

+ Add New Credit/Debit Card
+ Add New Bank

6. Credit Cards have a maximum payment amount of $500 and bank accounts (EFT/ACH) have a maximum payment amount of $125,000. The preferred method is to use a bank account. To use a bank account click, "Add New Bank".

Saved Payment Methods

Manage your Payment Methods

+ Add New Credit/Debit Card
+ Add New Bank

7. Fill out the form with your bank information and click "Save Bank Information".

New Bank

Please fill out all fields below and click Save Bank Information below. Need help filling out this information?

Bank Name *	Bank Routing/ Transit *
Bank Name	Routing Number

Bank Account Number *	Confirm Bank Account Number *
Account Number	Confirm Account Number

Account Type *
Select One

Billing Name *	Billing Address *
VCWW	PO BOX 250

Country	Billing City *
United States	MOORPARK

State *	Zip *
California	93020

Default
☐

✔ Save Bank Information

8. Once you have added a bank account or credit card, you will see it appear in your saved payment options. Locate and click the link at the bottom that says, "You may setup AutoPay by clicking here". Click the word "here".

Saved Payment Methods

Manage your Payment Methods

✚ Add New Credit/Debit Card
✚ Add New Bank

Date/Time Added (CST)	Summary	
6/26/2020	🏛 056008849 / XXXXXXXXX1234 ★ Your Default Bank Name - Test Bank	Edit Delete History

↻ You have accounts that are not set up for AutoPay. You may setup AutoPay by clicking here

9. Click on "+ New AutoPay Setup".

↻ AutoPay

Manage

✚ New AutoPay Setup
View Fees Disclosure

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically. There is a $500 limit for credit cards on AutoPay. If your bill is higher than $500, please sign up using you bank account and routing number.

ℹ

You are not set up on AutoPay.

You may set up AutoPay by clicking here.

10. Verify that you are selecting the account that you want to sign up for AutoPay. Choose the payment method from the drop down menu to select the bank account or credit card you want sign up with.

11. Under AutoPay Status, select "Yes, put me on AutoPay". Next, click the "Save this AutoPay Setup" button.

12. To finalize your enrollment in AutoPay, you must click the "Complete Registration" link that was sent to your email inbox as an email confirmation. Please read and review the terms and conditions before clicking on, "Complete Registration".

13. Once you click the link, you will see the confirmation that says. "AutoPay Registration Complete"

AutoPay Registration Completed

You have successfully completed the AutoPay Registration Confirmation process. You may close this window at any time and return to what you were doing.

14. Log into your InvoiceCloud account and verify that your account is registered for AutoPay by making sure there is a green check mark next to "AutoPay".

Services

⟳	**AutoPay**	✔
🖊	**Paperless**	✏ EDIT
📱	**Pay By Text**	✏ EDIT