How to Enroll in Autopay

To enroll in Autopay, you will first need to complete customer registration and sign in to the customer portal.

To register for a customer profile, take the following steps:

Step 1: Visit brandonirenewsc.com

Step 2: Locate the online payment option.

Step 3: Enter your account number and select *Look Up Account.*

Step 4: Verify your account information and select *Create Account* located at the top right hand corner of the screen.

Step 5: Enter your first name, last name, and email address.

Step 6: Check the box to agree to terms of use.

Step 7: Click *Create Account.*

Step 8: Log in to your email account and locate the email titled "*PayStar Account Registration*"

Step 9: Click *Finish Account Registration.*

Step 10: Create a password.

Step 11: Click *Complete Registration.*

You have now registered your account for a customer profile. From here you can explore all the features Paystar has to offer!

Once you have registered your account, you are ready to enroll in Autopay!

Step 1. Sign in to your account using your email address and password that you created during registration, by selecting *Already registered, login with email,* which is located in the bottom right corner of the login screen.

Step 2. On your customer dashboard, select *Manage AutoPay* located directly below *Make a Payment.*

Step 3.Choose the day to process your payment. Select one of the options from the drop down menu.

Step 4. Select to enroll in AutoPay using your stored payment method or add a new one.

Step 5. Optional - Select a maximum payment amount.

Step 6. Check the box to agree to the terms of use.

Step 7. Click Enroll.

Once completed, you will be successfully enrolled in autopay. You can manage and update your settings by selecting ***Manage Autopay*** located on your customer dashboard.