

# How to sign up for Credit Card Draft

1. Log in to your account. You now have the option to log in using the email address you have on file or using your account number. Click Continue.

The screenshot shows the 'Online Account Login' page. At the top, it says 'Wed Apr-22-2015 10:07:02 am'. Below that is a maintenance notice: 'The online payment system will be down for maintenance from 9:00 am to 12:00 pm on April 22, 2015.' The main form has three input fields: 'Account number', 'Or email address', and 'Password/PIN'. There are 'Continue' and 'Forgot Password' buttons.

2. Select "Set up or change automatic credit card payments."

The screenshot shows the 'Home Page' for the account. It says 'Wed Apr-22-2015 10:20:27 am'. There are two notices: 'Welcome to the Trophy Club MUD#1 online system. We hope you enjoy your experience.' and 'Your account is past due. Please call 682-831-4682 for more information.' The main area shows account details: Total amount due (\$49.64), Past due amount (\$0.00), Current amount due (\$49.64), Last billing due date (04/20/2015), Last payment date (04/22/2015), Automatic payment (No), and Automatic payment type (None). A dropdown menu is open under 'Action to perform', listing options like 'Make a one time payment', 'Change password', 'Home page', 'Show payment history', 'Show consumption history', 'Show last bill', 'Show additional account information', 'Change basic account information including ebill', 'Set up or change automatic credit card payments', 'Set up or change automatic bank draft payments', 'Correspond with the Utility Billing office', and 'Logoff'.

3. Make sure "Automatic credit card payment" is set to Yes before clicking Continue.

The screenshot shows the 'Online Credit Card Draft' page. It says 'Wed Apr-22-2015 10:21:15 am'. The form has three input fields: 'Account number', 'Service Address', and 'Automatic credit card payment'. The 'Automatic credit card payment' field is set to 'Yes'. There are 'Continue' and 'Cancel and Return to Home Page' buttons.

4. Enter the first name, last name, and billing address exactly as it appears on your credit card statement.

The screenshot shows a form titled "Personal Information" with a sub-header "1 Your Name and Address". It contains several input fields: "First Name", "Last Name", "Address 1" (with a blacked-out area), "Address 2" (with the placeholder text "(Apartment, Building, Floor, etc.) Optional"), "City" (with the placeholder text "Trophy Club"), a state dropdown menu (set to "Texas"), and a ZIP code field (with "76262"). At the bottom, there is a checkbox labeled "Outside the United States".

5. Enter a valid email address. The account number should fill in automatically.

The screenshot shows a form titled "2 Your Additional Information". It contains two input fields: "Email address" (with the placeholder text "yourname@domain.com") and "Utility Account #" (with a blacked-out area).

6. Enter your credit card number, 3 or 4 digit CVV code and the expiration date. Click "Save Credit Card."

The screenshot shows a form titled "Financial Information" with a sub-header "Save Credit Card for Future Payments". It features logos for VISA, AMERICAN EXPRESS, and DISCOVER. Below the logos are two input fields: "Card Number" (with the placeholder text "Example 1234-1234-1234-1234") and "CVV" (with the placeholder text "3-4 Digit Code"). There are also two dropdown menus for "Exp. Month" and "Exp. Year". At the bottom, there is a green "Save Credit Card" button and a security notice: "Secure server 128-bit encryption".

7. Click the box "I accept all of the above" and then click the "Save Payment Info" button.

The screenshot shows a form titled "Confirm Information". It contains a list of terms: "I authorize the merchant to save my credit card information for future transactions." and "I understand that any charges will show on my credit card statement as from Trophy Club- MUD." Below the terms is a checkbox labeled "I accept all of the above". At the bottom, there are two green buttons: "Save Payment Info" and "Make Changes".

8. You will see the message "Credit Card draft successfully stored" and be re-directed to the Home page if your changes are successful. If you have any questions or get an error message please call us at (682) 831-4682 to confirm your account is set up on credit card draft.
9. Use these screens to change your credit card number or expiration date. District staff does not have access to any stored credit card information, therefore we cannot make any changes for you.