Switching from CC to ACH and you would like it to be effective for the current billing period? Complete the steps below by the 20th of the month that way it will be on time for the drafting date. Questions? Call Finance at 530-757-5651

First, you will need to disable your autopay enrollment from the credit or debit card by:

Click select account

Select the account number that is enrolled in autopay

Showing 1 to 1 of 1 entries
Switching from CC to ACH

Select autopay

Select disable autopay enrollment

Select confirm
Confirmation that your autopay has been disabled, select close to close out the tab.

Now to enroll into autopay with ACH, please do the following:

Select autopay

Select enroll ACH into auto pay
Switching from CC to ACH

Select the account type

Input routing number twice
Switching from CC to ACH

**Input account number twice**

**Select continue**
Switching from CC to ACH

Select continue

Select the accept box, then select ok

This shows that the enrollment was successful