

# How to enroll in pay-by-text

1. Visit our online portal to enroll or log in at
2. Scroll to the top navigation and click the **Alerts** tab. Then click **Link Phone** and add your cell phone information. (See figure A.)
3. Next, click **Send Verification Code** to receive a text with the code. Use this code to confirm your phone number.
4. Once the phone is linked, click **Enroll for Bill Due Alerts** or the **Enroll For Mobile Payments** tab. (See figure B.)
5. Choose when you'd like to receive your alert, the amount you'd like to pay, and your funding source. Then click **Submit**. (See figure C.)

*Please note: To enroll in pay-by-text, you must be enrolled in text alerts.*

The screenshot shows the 'Alerts & Notifications' section with the 'Link Phone' tab selected. Below the navigation bar, there is a 'Link Phone - Enter Phone Number' form. It contains two input fields: 'Cell Phone Number' and 'Confirm Cell Phone Number', both containing the placeholder text 'xxx-xxx-xxxx'. To the right of these fields are 'Cancel' and 'Send Verification Code' buttons. The 'Send Verification Code' button is highlighted with a red box.

Figure A

The screenshot shows the 'Alerts & Notifications' section with the 'Enroll for Mobile Payments' tab selected. Below the navigation bar, there is a message: 'Congratulations, you have successfully linked your phone to your profile. You can now setup your Notification Preferences'. Below this message is a 'Link Phone - Confirmed' section. At the bottom, there are two buttons: 'Enroll for Bill Due Alerts' and 'Notification Preferences'. The 'Enroll for Bill Due Alerts' button is highlighted with a red box.

Figure B

The screenshot shows the 'Enroll for Bill Due Alerts - Alert & Payment Preferences' form. It contains three dropdown menus: 'Days before Due Date to Alert Me' (set to 0), 'Payment Amount to be Paid' (set to '-Select-'), and 'Funding Account Number' (set to 'Kim's Account (xxxxxxxxxxxx9990)'). At the bottom, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

Figure C