



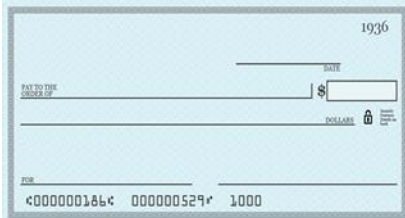
Spencerport Electric would like to introduce

AUTO PAY!

Many have asked, here it is!

Auto Pay is now **FREE** with a Registered Village Electric account using a Bank Account

(Checking or Saving Account)*



GO TO: WWW.VIL.SPENCERPORT.NY.US

- View Electric Bill & Pay Online
- Create Account- Register Now (This will direct you to Invoice Cloud Portal)
- Enter Last Name and Account Number (Including the – and .) (Example: 00-00000.00)
- Enter Email Address and create a Password
- Once you are Registered and signed into your account, go to My Account (at top of screen) and click Payment Methods. Then Add NEW Bank. (this is where you will enter and save your bank account info. Please remember it must be a checking or savings account for the Auto Pay to be FREE.) (Please Note: You will receive an email after this point verifying this transaction. You MUST follow that step to complete this transaction.)
- Proceed back to the Home screen of your Invoice Cloud account, and Click AutoPay. Then New AutoPay Setup.
- Select Account, and Yes, put me on AutoPay. (Please Note: you will receive another email after you complete this section, verifying this transaction. You MUST follow that step to Complete the transaction.)
- Please contact the Village office with any questions. 585-352-4771
- *Fee of \$3.95 are still applicable if using a Credit Card for Auto Pay.