HOW TO

ENABLE
UTILITY AUTOPAY

1 Log in to the Round Rock Utility Payment Portal. If you are logging in for the first time (even if you had an account on rrtxwater.com), click "Register Now" to create a new account.

Inicie su sesión en el Portal de Utilidades de Round Rock. Si está iniciando su sesión por primera vez (a pesar si tuvo una cuenta en rrtxwater.com), haga clic en "Register Now" (Registrarse ahora) para crear una nueva cuenta.

2 Click on "Autopay," then "Add Schedule."

A continuación, haga clic del menú "Autopay" (Pago Automático) y luego haga clic en "Add Schedule" (Programar un Horario Mensual)

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③ Select your utility account, click "Continue," then click "Add new" to add your preferred payment method.

Seleccione su cuenta de servicios públicos y haga clic en "Continue" (Continuar), luego haga clic en "Add new" (Agregar nuevo) para agregar su método de pago preferido.

Select an Account

⦿ 💡 Utility Payment #

➕ Add new

[Continue]

Payment Method

➕ Add new

[Back] [Continue]

④ Choose billing frequency (due date or up to 7 days before) and payment details, then click "Create AutoPay."

Aquí elegirá su frecuencia de pago. Puede elegir que su pago se realice en la fecha de vencimiento o hasta siete días antes de la fecha de vencimiento. Haga clic en "Create AutoPay" (Crear Giro) para establecer su horario.

Payment Details

Frequency

○ Bill amount on the due date   ⦿ Before the due date of each bill

Pay [1 ▾] days before the due date

1
2
3
4
5
6
7

Enc___ (Optional)

[Se___ nd date] 📅

Pay___ Amount

[Bil___ unt]

Total Amount

[Bill Amount]

Payment Type

[Visa]

Account Number

[************1111]

☐ By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

[Back] [Create AutoPay]

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