

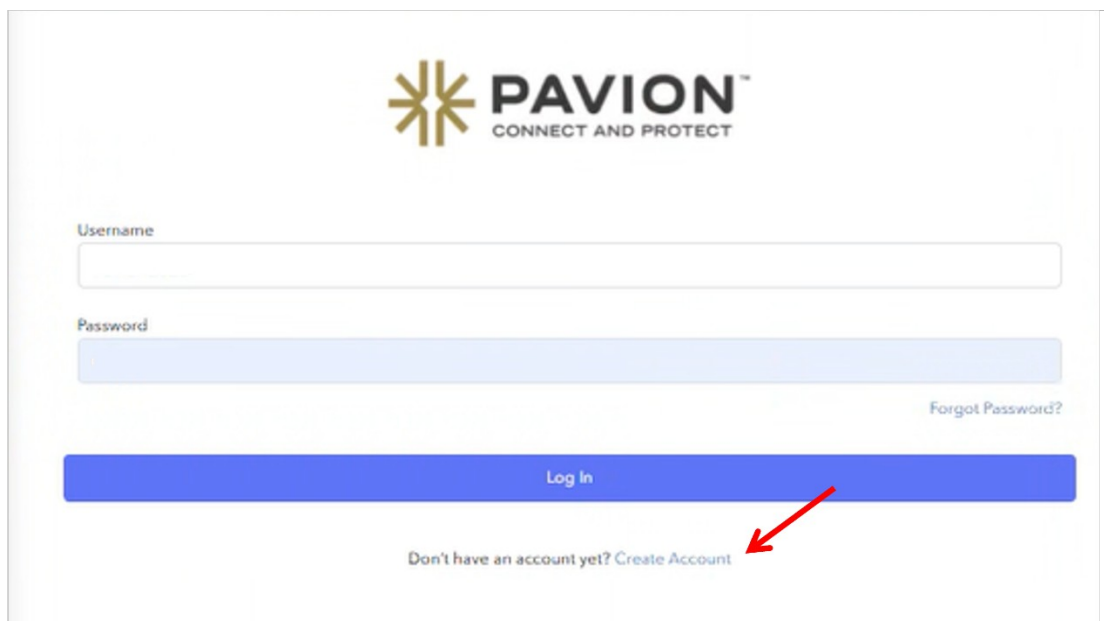
AutoPay Enrollment Instructions

The **EBizCharge Customer Payment Portal** allows you to manage your payment settings. If you don't have an account, please follow the instructions below to create an account before. If you already have an account, please skip to #8.

If you have any questions or issues, please contact Pavion Accounts Receivable at: **888-728-4309**.

Create An EBizCharge Account and Enroll in AutoPayments

1. Go to [EBizCharge](#)
2. Click the **Create Account** link under the login button.



The screenshot shows the Pavion login interface. At the top center is the Pavion logo, which consists of a stylized asterisk-like symbol followed by the word "PAVION" and the tagline "CONNECT AND PROTECT" below it. Below the logo are two input fields: "Username" and "Password". To the right of the password field is a link that says "Forgot Password?". Below these fields is a large blue button labeled "Log In". At the bottom of the login area, there is a link that says "Don't have an account yet? Create Account". A red arrow points from the bottom right towards the "Create Account" link.

3. Enter your email address and zip/postal code and select **Register**.



Register for an Account

Email

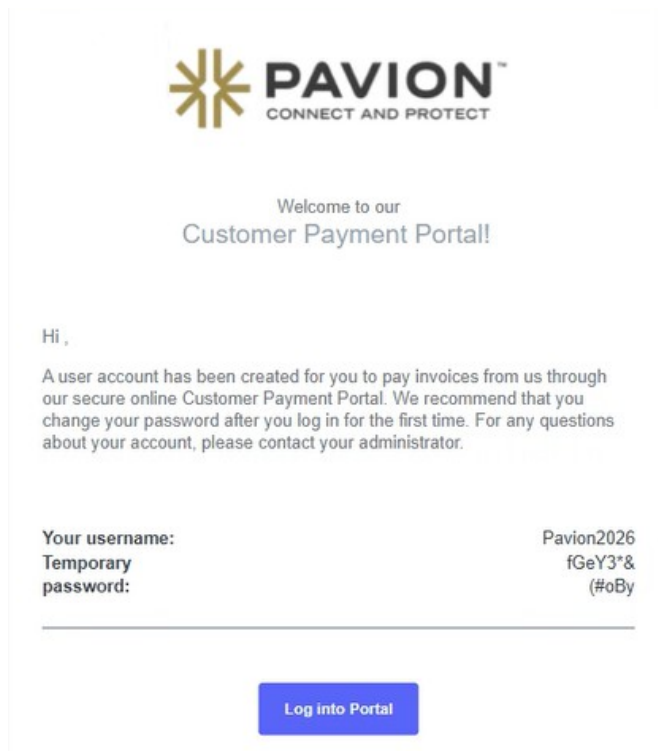
acasanova@a1.pavion.com

Zip/Postal Code

Must be the same Zip/Postal Code associated with your customer account in our records

Register

4. You will receive an email, similar to the sample, from the Pavion Accounts Receivables Team with your temporary password.

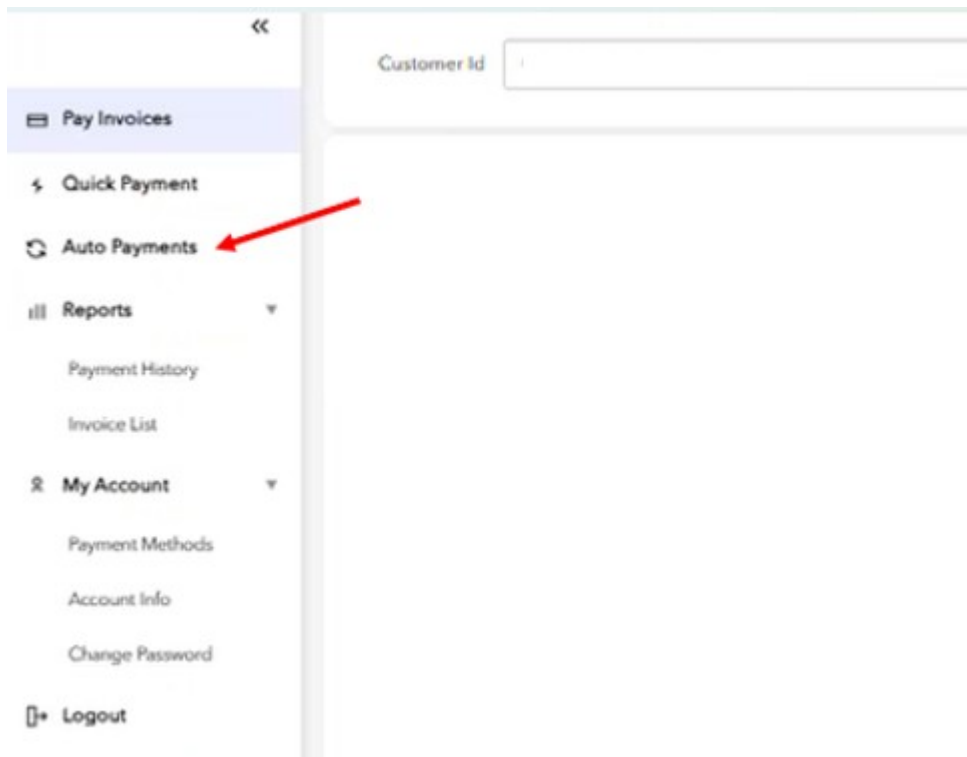


5. Copy your temporary password from the email and select **Log into Portal**
6. At the login screen, enter your **Username** and the temporary **Password** and select **Log In**.

This is a screenshot of the Pavion login screen. At the top is the Pavion logo, which consists of a stylized yellow starburst icon followed by the word "PAVION" in bold black letters and the tagline "CONNECT AND PROTECT" in smaller black letters below it. Below the logo, there are two input fields: "Username" and "Password". The "Password" field is highlighted with a light blue background. To the right of the "Password" field is a link that says "Forgot Password?". Below these fields is a large blue button labeled "Log In". At the bottom of the screen, there is a link that says "Don't have an account yet? Create Account".

7. You'll receive a prompt to reset your password. Enter your permanent **Password**, and then re-enter it in the **Confirm Password** field and select **Enter**.

8. This will take you to the eBizCharge home page. Select **Auto Payments** from the left navigation bar.



9. Complete the Invoice Auto Pay fields and select **Confirm Auto Payments**.

A screenshot of the 'Invoice Auto Pay' enrollment form. The form is titled 'Invoice Auto Pay' and has two tabs: 'Enroll' and 'Received Payments'. The 'Enroll' tab is active. The form contains several sections: a 'Description' text area, a 'Send Receipt to' checkbox and email field, a 'Receipt Notes' text area, a payment method selection section with 'Pay by Card' and 'New Card' options, and a 'Card Information' section with fields for Card Number, Name on Card, Expiration Date, Security Code, Billing Address, and Zip Code / Postal Code. A blue button labeled 'Create Auto Payment' is at the bottom.

You are now enrolled in AutoPayments.

10. Select **Logout** from the left navigation bar.

Questions

If you have any questions or issues, please contact Pavion Accounts Receivable at: **888-728-4309**.

Thank you for enrolling in AutoPay!