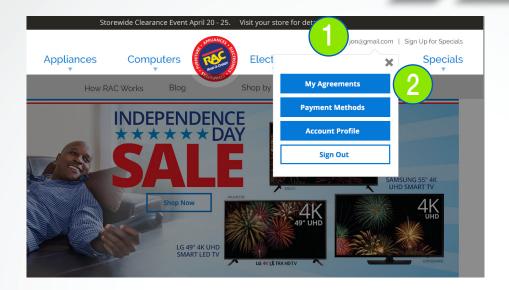
Setting Up Recurring Payments

AutoPay Enrollment



My Account



Prior to enrolling in AutoPay, there must be at least one payment method saved to the ePay account.

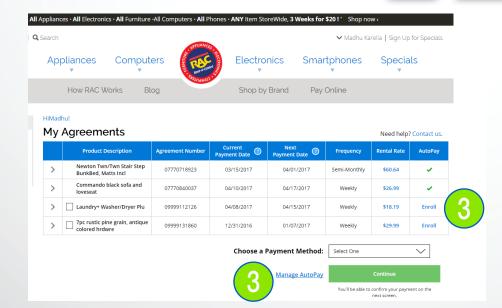
AutoPay uses saved payment methods to process recurring payments automatically.

1. My Account

Navigate your browser to rentacenter.com. After logging in, **click** the arrow next to your user name at the top right of the page.

2. My Agreements

Click the My Agreements button from the drop down menu.





Enrollment

3. Enroll

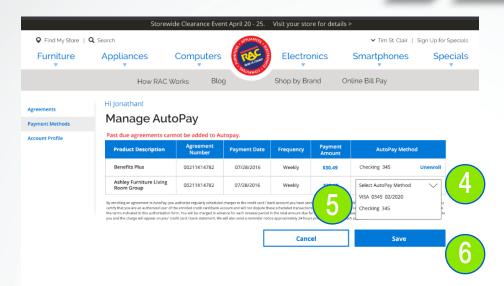
Click the Enroll hyperlink for the agreement to be enrolled in AutoPay.

- Only agreements that are active and current can be enrolled in AutoPay.
- If there is a green check mark placed in the AutoPay column of an agreement line, this indicates that the agreement is already enrolled in AutoPay.
- Alternately, AutoPay can be accessed through the Manage AutoPay hyperlink OR from the Payment Methods screen.





Payment Method



4. Payment Method

Click the drop down arrow in the AutoPay Method column for each agreement.

5. Select Payment Method

Click the saved payment method you wish to assign to each agreement.

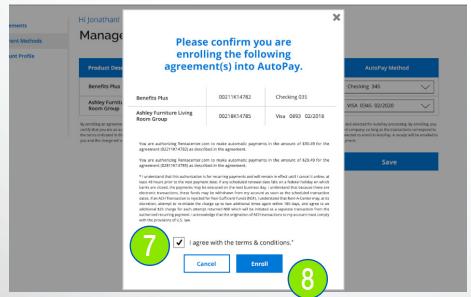
 Payment methods must be added prior to this step in order to be selected.

6. Save

After making all desired payment method assignments to all necessary agreements, click the Save button.



Confirm & Enroll



7. AutoPay Confirmation

Review the AutoPay assignments, then review the terms and conditions. If you are comfortable with proceeding, click the check box to confirm that you agree with the terms and conditions.

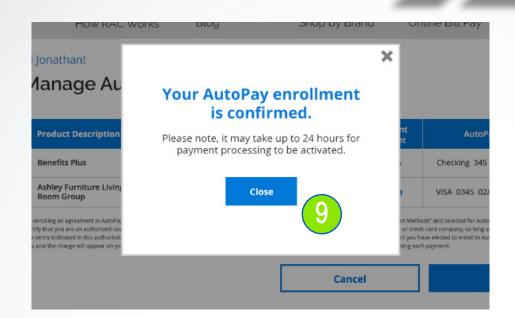
8. Enroll

Click the Enroll button to save your enrollment choices.





AutoPay Confirmed



9. Enrollment Success

If enrollment is successful this message will appear. Click the Close button to return to the website.

• It may take up to 24 hours for payment processing to be activated.



Email Confirmation



10. Enrollment Email

The **email** address assigned to the ePay account will receive an email to confirm enrollment success.

Processing Recurring Payments

AutoPay





AutoPay Notification

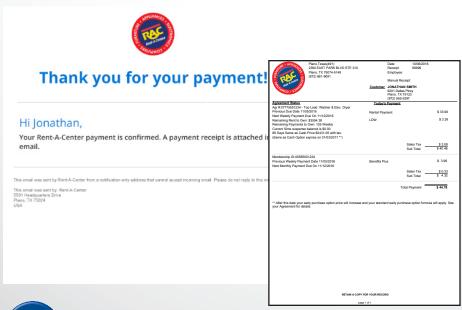
1. Payment Reminder

The **email** address assigned to the ePay account will receive an email to provide notification of the pending AutoPay transaction.

 The payment will be processed within 24 hours of the notification.



Payment Receipt



2. Confirmation Email

Once the payment is processed, an **email** will be sent to confirm payment success.

 Attached to the email will be a copy of the payment receipt, including the next payment date.