

Instructions for Setting Up Auto Draft (Recurring Payments) in MyGovHub

To set up the payment auto-draft option in MyGovHub, you must create a new profile and link your account. You'll need to enter the account number and address as they appear on your bill, or it won't link otherwise. You must pay on your account before the system allows you to schedule recurring payments. To make a payment once the account has been created, log in and click "add to cart" beside the account you want to pay. (Remember, you can add multiple accounts with this system.) Follow the prompts, adding your payment method and billing information.

Once the payment has been made, the system will allow you to set up an auto draft (recurring payment). To set up recurring payments, click "autopay" under "add to cart." Under this section, you have the option to schedule a one-time payment or recurring payment. After you make your selection, fill out the remaining slots with payment method and billing information. Currently, eChecks is not an option, but it should be soon. Click continue. Please review your entries and submit them. Please allow up to 2 business days for payments to appear online.

Please remember that we are here to help you. If you have any trouble or have additional questions, please don't hesitate to call the office.