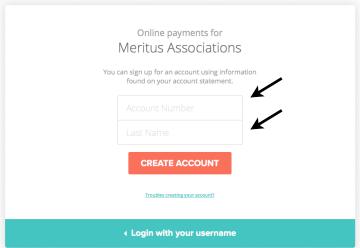
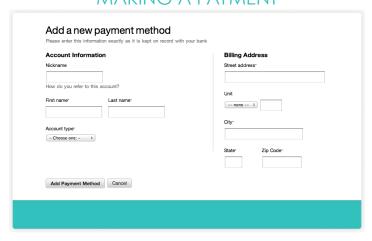
# NEW PAYMENT PORTAL

#### SETTING UP YOUR ACCOUNT



## MAKING A PAYMENT



Make a payment			
Payment method  Choose an account  \$\text{ Ournent bala}\$  Other amount	nce due: \$1,700.00 tt: \$	Posting date Tuesday, August	27th (Today) 💠

### Step 1

Go to:

https://paydici.com/Meritus and click "Don't have a Paydici account."

#### Step 2

Enter 5 digit account number & last name as it appears on your statement & click "Sign Up"

#### Step 3

Confirm account information & create a username & password

#### Step 1

"Add Payment Method" and enter your preferred payment method and click "Add Payment Method" Skip to step 2 if you've previously entered this.

#### Step 2

Click "Make a payment" or "Set up autopay"

#### Step 3

Enter payment amount & desired posting date then click "Continue" (autopayments do not require date or amount).

#### Step 4

Review & Confirm payment information then click "Confirm & Pay"

#### Processing fees:

Credit Card/Debit Card processing fees are \$2.75 per \$100 payment. ACH payments are \$2.00

#### Autopay:

Payments begin the following billing period and an initial payment may be required to keep account balance current. Autopayments are setup to pay the entire account balance each month.