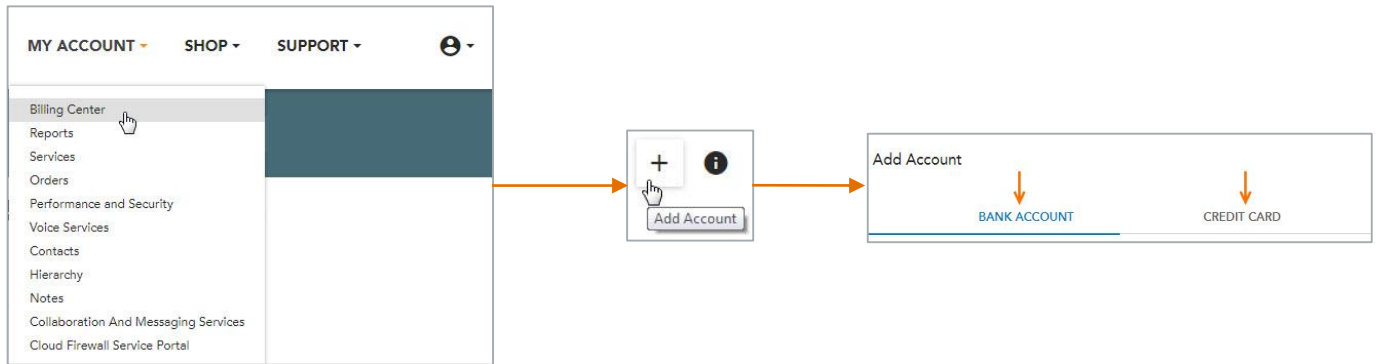


Making payments online is an easy way to save time and reduce any risk of missed payments and late fees. First, add your payment accounts in the **Billing Center**. Then you can make one-time payments or set up recurring payments using a bank account to automatically process the amount due for each billing cycle.



1. From the **My Account** drop-down list, open the **Billing Center**.

2. From the **Accounts** section, click **+**.

3. Click the account type you want to add and provide the requested information.

Adding Bank Accounts

Enter the bank account **Routing Number** and **Account Number** and click **Submit**.

Adding Credit Cards

Enter the credit card and card billing information and click **Submit**.

Note: The maximum credit card payment accepted at one time is \$500.

Configuring Autopay

Autopay is used to automatically process the amount due for each billing cycle, alleviating the need to make a manual payment toward the amount due. You may use Autopay with bank accounts or credit cards, but Autopay may be activated for only one payment account at a time. Autopay is activated using the **Autopay** toggle in the **Accounts** list of the **Billing Center**.

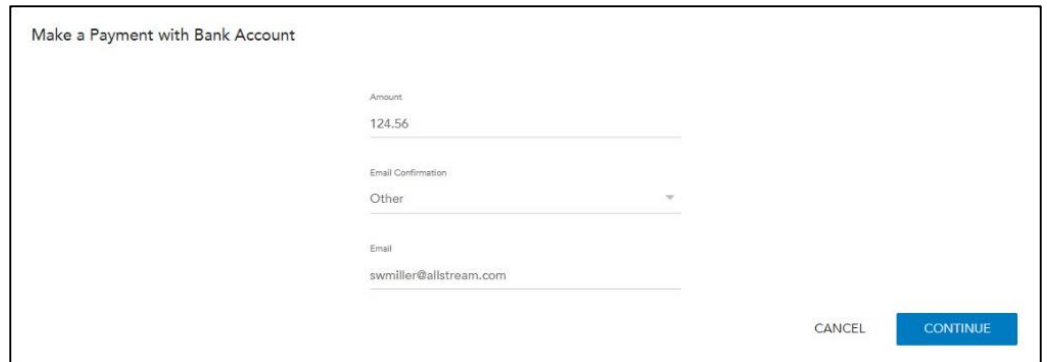


Type	Last 4	Status	Expiration	Autopay	Payment	Delete
Bank Account	6535			Off	Make a Payment	⊖
Visa	4223		11/22	Off	Make a Payment	⊖
Discover	7798		11/21	Active	Make a Payment	⊖
Visa	8004		3/21	Off	Make a Payment	⊖

Note: If Autopay is **Active**, the selected payment account is unavailable for making single payments.

Making One-Time Payments

From the **Accounts** section of the **Billing Center** page, locate the account you want to use to make a payment and click the corresponding **Make a Payment** link. Enter the amount and email recipient for payment confirmation and click **CONTINUE**. Click **SUBMIT** to make the payment.



Make a Payment with Bank Account

Amount
124.56

Email Confirmation
Other

Email
swmiller@allstream.com


CANCEL CONTINUE

Removing a Payment Account

To remove a payment account, locate the account you want to remove from the **Accounts** section of the **Billing Center** and click the corresponding **Delete** icon.

Viewing Payment History

Payment history is available for viewing and exporting to an Excel spreadsheet. To view payment history, click **Payment History** from the **Quick Links** list in the **Billing Center**.

Select the range of payments you want to view. Click the **Export** icon  to export the list to an Excel spreadsheet. Depending on the configuration of your web browser, the document may be automatically downloaded to your **Downloads** folder, or a dialog may display prompting you to select a location where you want to save the document.