Village of Carol Stream
On-Line Water Bill Payments
Instructions for Enrolling in AUTO PAY from Green-Pay Account

STEP 1: Make sure you have already created your Green-Pay account and have linked it to your water account (detailed instructions for these steps are on the Village website).

STEP 2: From the main/home screen, select "Enroll in AUTO PAY under "User Preferences"

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STEP 3: Complete all requested information on the screen below.

Please note the check illustration below that shows where to find your 9 digit bank routing number, also known as the "ABA" number. After entering all requested information, click on **SAVE** in the lower right corner of the screen.

STEP 4: After you SAVE your bank account information, you will see the screen below that confirms you have successfully added your bank account to the system. The next step involves linking your bank account to your water utility account. Click on the "**GO TO UTILITY ACCOUNT(S)**" link at the bottom of the page to begin that process.

STEP 5: Click on "**EDIT**" to assign a bank account to your water utility account as shown below.

STEP 6: Click on the "AUTO PAY" button and choose your bank account from the drop down list as shown on the screen below. Next click on "SAVE".

STEP 7: Review the program "TERMS & CONDITIONS" and check the box indicating your acceptance. Next click on "SAVE".

STEP 8: Your registration to participate in AUTO PAY is complete when you see the screen below and your AUTO PAY status is set at "Yes".

IMPORTANT – Depending upon when you complete your registration for AUTO PAY, it may take one to two monthly billing cycles to for automatic deductions to take place from your designated bank account. During this time you must continue to pay your bill by check/mail or in-person at the Village Hall. You will know AUTO PAY has been activated when your bill shows the words "STREAM LINE PAID" by the "Amount Paid" on your bill as shown in the example below.

If you have any questions or need additional assistance in enrolling in AUTO PAY, please do not hesitate to contact the water billing division at 630-871-6222.

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