HOW TO ENROLL IN AUTOPAY

- Log in to the Owner Portal: http://engage.goenumerate.com/s/cdaplacem/
- Click **Make a Payment**
- Click the **hamburger menu** (the icon with three horizontal lines) in the upper-left corner.
- Select **Settings**

IF YOU **DO NOT** HAVE A PAYMENT METHOD SAVED

- Click **Add New Payment Method** and enter your payment method details.
- Click **Save Payment Method to Your Account**
- Return to **Settings** by clicking the hamburger menu in the upper-left corner.
- Select your newly added payment method.
- Choose your AutoPay preference:
  - **AutoPay Full Balance** – automatically pays your entire account balance.
  - **AutoPay Select Charges Only** – automatically pays only designated charges.
- Click **Save Changes**

IF YOU ALREADY HAVE A SAVED PAYMENT METHOD

- In **Settings**, select the payment method you would like to use for AutoPay.
- Choose your AutoPay preference:
  - **AutoPay Full Balance** – automatically pays your entire account balance.
  - **AutoPay Select Charges Only** – automatically pays only designated charges.
- Click **Save Changes**

Your AutoPay enrollment is now complete.

HOW TO UPDATE YOUR AUTOPAY PAYMENT METHOD

- Log in to the Owner Portal: http://engage.goenumerate.com/s/cdaplacem/
- Click **Make a Payment**
- Click the **hamburger menu** (the icon with three horizontal lines) in the upper-left corner.
- Select **Settings**
- Click **Add New Payment Method** and enter your payment method details.
- Click **Save Payment Method to Your Account**
- Return to **Settings** by clicking the hamburger menu in the upper-left corner.
- Click **Change** and select your newly added payment method.
- Click **Save Changes**
  Note: After AutoPay has been successfully updated, you can return to the Payment Methods section and delete the old payment method.

HOW TO CHECK AUTOPAY ENROLLMENT STATUS

- Log in to the Owner Portal: http://engage.goenumerate.com/s/cdaplacem/
- Click **Make a Payment**
- Click the **hamburger menu** (the icon with three horizontal lines) in the upper-left corner.
- Select **Settings**
  From this screen you can see if you are enrolled in AutoPay Full Balance *OR* AutoPay for Select Charges***. If neither option is selected then you are not enrolled in AutoPay.***

HOW TO UNENROLL IN AUTOPAY

- Log in to the Owner Portal: http://engage.goenumerate.com/s/cdaplacem/
- Click **Make a Payment**
- Click the **hamburger menu** (the icon with three horizontal lines) in the upper-left corner.
- Select **Settings**
- Select **Unenroll from AutoPay**
- Click **Save Changes**