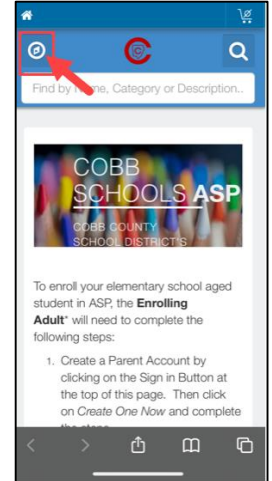


# Add Autopay on a Mobile Device

Once registered for an account, you can add an AutoPay. AutoPay is an optional but easy method of entering a payment method which will be automatically be charged each week after invoicing. You are welcome to modify or delete your AutoPay information at any time.

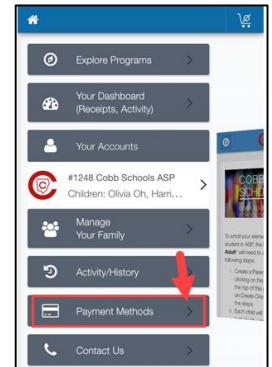
## Step #1:

- On your mobile device, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- On the blue screen presented, click the **small compass icon** at the top left of the screen (just below the small house icon)



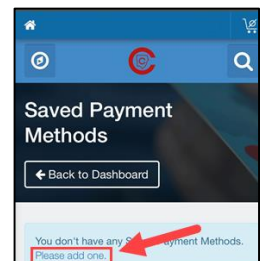
## Step #2:

- Click in the gray box that says **Payment Methods**



## Step #3:

- You are now on the Saved Payment Methods screen, from here there are two choices:
  - If you do not have a payment method set up yet, you can click the **blue** letters that say **Please add one**
- Or:
  - Scroll to the bottom of the screen and click the **green +Add Payment Button**

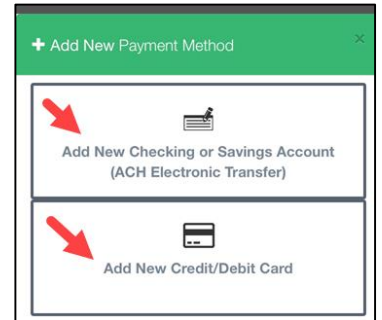


*If you have any questions, please contact your school's ASP Director*

# Add Autopay on a Mobile Device

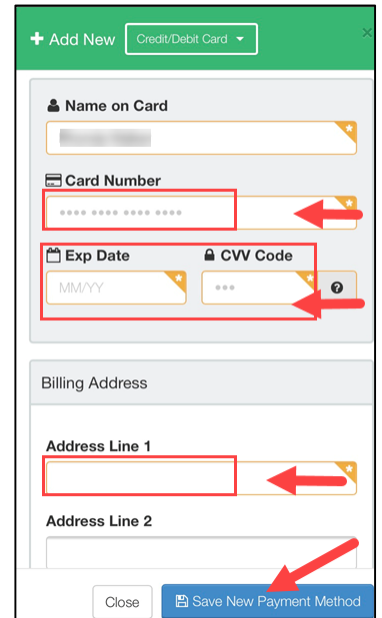
## Step #4:

- Either of these choices will bring you to the Add New Payment Method Screen
- There are two choices of ACH Check **or** Credit Card/Debit Card
- Choose the method by which you want to create the auto payment for your Eleyo account



## Step #5:

- Complete all the boxes by entering the pertinent payment method information on the screen displayed
- Scroll down and Select AutoPay for Cobb Schools ASP Account #xxxx
- Click the **blue Save New Payment Method** button at the bottom of the screen



*If you have any questions, please contact your school's ASP Director*