

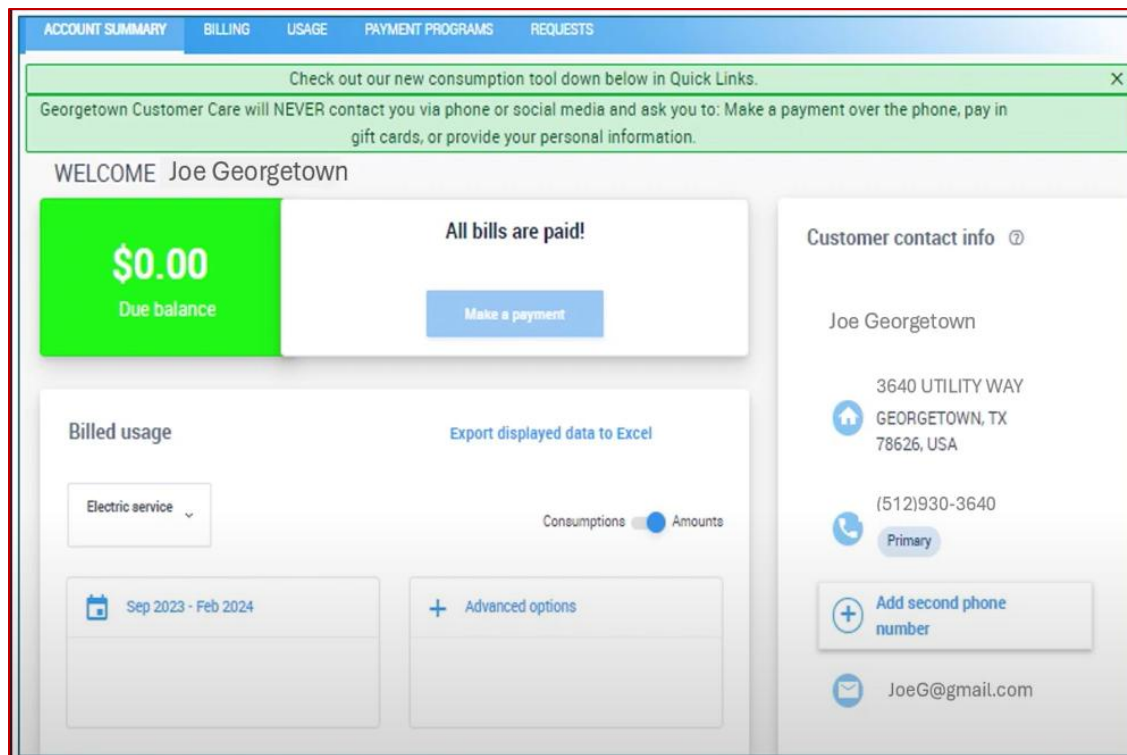


CSS GUIDE TO AUTO-PAY

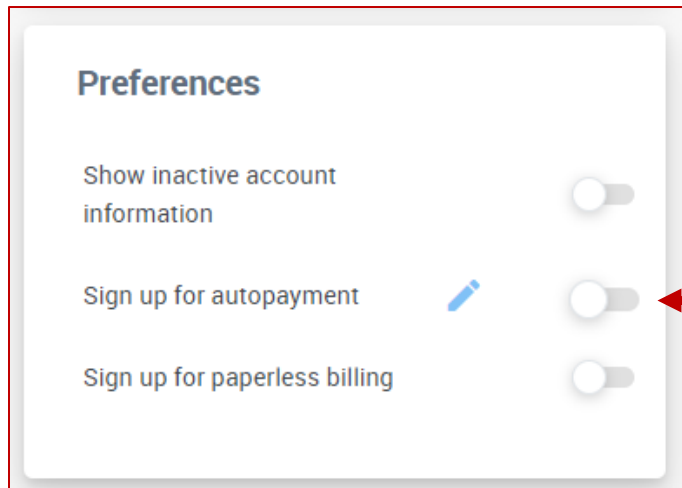
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Setting Up Autopay

- Log into your CSS account at css.georgetowntexas.gov



- Scroll down to the bottom of the screen
- On the bottom right you will see a **Preferences** box
- Click on **Sign up for autopayment**



- Select **“Add New”** for a new payment method

[< Back to Account summary](#)

AUTOMATIC PAYMENTS



Create New AutoPay > Utility Bill #

Payment Method

My Wallet



 Add new

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- You can select the payment method
- Credit and Debit are similar data entry

Add Payment Method

Credit

Debit

E-Check

Digital Wallets

VISA

MasterCard

DISCOVER NETWORK

Card Number

CVV ?

Card number

CVV

Expiration Date

MM

YYYY

Card Holder Name

Card holder name

ZIP Code

Enter your zip code

[Read the Payment Authorization Terms in a new window](#)

☐

I authorize payment and agree to the Payment Authorization Terms

Back

Add

- For a checking or savings account

AUTOMATIC PAYMENTS



Create New AutoPay > Utility Bill #

Payment Method

My Wallet



*****9327 | Exp 12/25



Add new

Continue

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- Your payment method is now selected.
- Click **Continue**.

Create New AutoPay > Utility Bill # 10023370

Payment Details

Frequency

☐ Bill amount on the due date ☐ Monthly - fixed amount☐ Monthly - bill amount ☐ Bi-Monthly

Payment Amount

Payment Type

MasterCard

Account Number

*****9327

Schedule Notification Preferences ⓘ

 in advance of a scheduled payment

☐ By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

Back

Create AutoPay

Do not remind me ▼

Do not remind me

Remind me 2 days

Remind me 3 days

Remind me 4 days

- In order to avoid late fees, select **Bill Amount on the due date**
- Check the **authorize button**
- Click **Create AutoPay**

Create New AutoPay > Utility Bill # 10023370

Schedule Created

Confirmation #	31725943
Payment Type	Utility Bill
Account #	12345678
Payment Method	MasterCard *****9327
Start Date	Aug 20, 2025
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Maximum Payment Amount	Not Applicable
Total Amount	Bill Amount

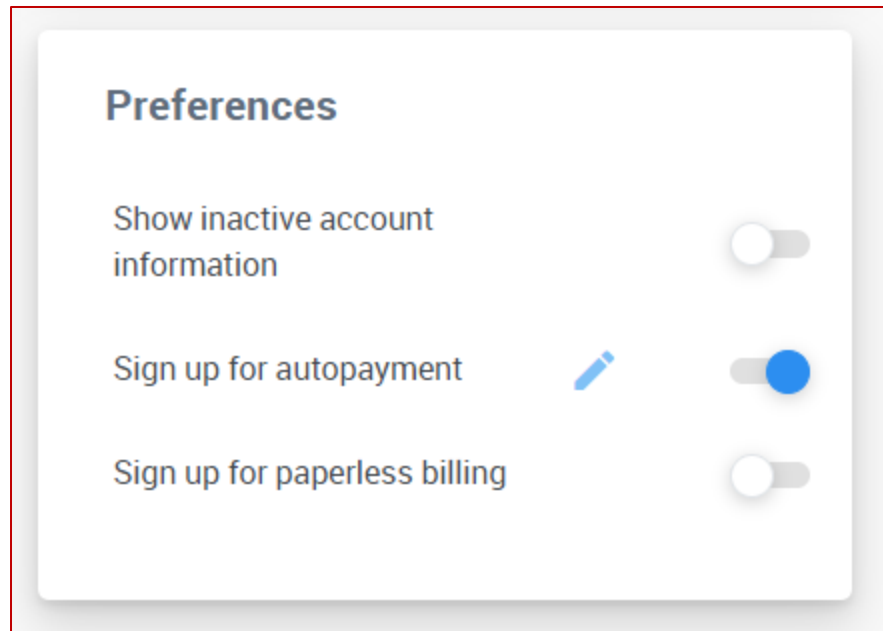
[Print](#)[Back to AutoPay](#)

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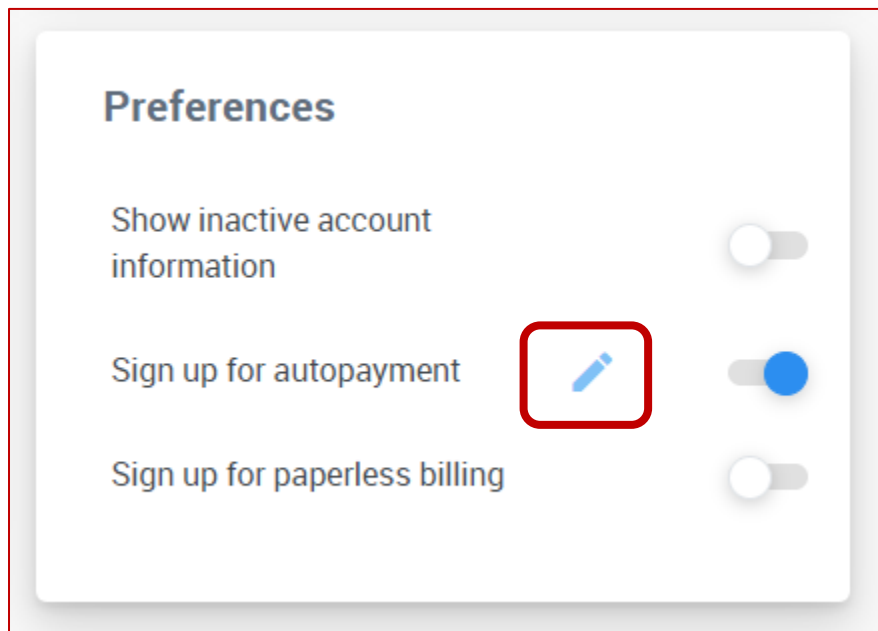
This is the confirmation screen showing the payment schedule is created.

- Once autopay is set up, the button will be [blue](#).

YOU ARE NOW ON AUTOPAY!



- Select the pencil to edit or update your payment method.
- Steps for updating can be found starting in STEP 3.



If you still need assistance, please contact our Customer Care Team
customercare@georgetowntexas.gov
512-930-3640