Auto-Pay for your Pre-Paid Metering Account

To set up Auto-Pay for your Pre-Paid Metering Account please log on to your LaGrange County REMC online account through our website or mobile app.

Sign in using your User ID and password that you have previously created. Once you have logged in to your account you will select the **payments tab.**

Under the **Payments** tab you can:
- Select '**Auto-Pay**'
- And then Credit Card or E-check (Which ever method you wish to pay)

The 'Auto-Pay' screen will populate, please enter in the appropriate payment information for your auto payment.

Next you will set up the Auto-payment feature, see example below.

Select the account or accounts that you would like to have Auto-Pay

Enter a Prepay Threshold and Prepay Amount

- **Prepay Threshold** –
  - A Prepay Threshold amount should be defined for the auto-pay to make a payment. The Auto-pay will be made when your account balance goes below this Amount. This is a required field and you need to enter the amount greater than the Disconnect threshold ($ 0.00) defined by the Utility.

- **Prepay Amount** –
  - The Prepay Amount is the amount that will be charged to your Credit Card when your balance goes below the Prepay Threshold. This is a required field and you need to enter the amount greater than or equal to Minimum Auto-pay amount ($ 20.00) defined by the Utility.

Example: If you would like your auto payment to always be $100.00 every time your pre-paid balance gets below $30.00 then enter $30.00 in the Prepay Threshold and $100.00 in the Prepay Amount
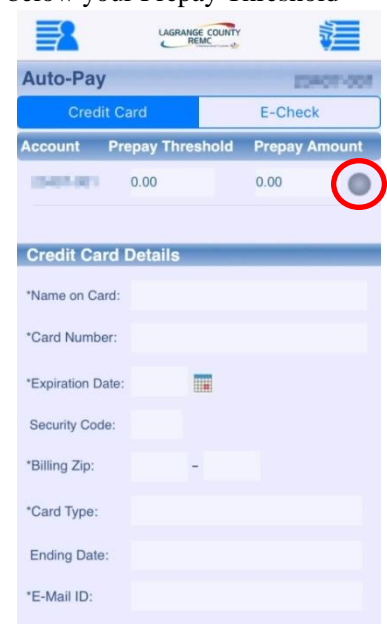

Once you have created auto-pay, your payment will be pulled the morning your account goes below your Prepay Threshold

Mobile App – Auto Pay Setup

If you are setting your Auto-Pay up on our Mobile App

1. Log in to your mobile app
2. Select the account from the Account List
3. Then select the icon with a person on the top left side of the app
4. In the menu, select "Auto-Pay"
5. You will then need to enter your auto pay information as explained above.
6. To select the account for Auto-Pay you will need to select the circle on the right hand side of the screen, next to 'Prepay Amount'.
7. Once you have entered in your information, you will just need to select 'Submit' at the bottom of the screen.