⑤ Easy Steps to Register for AutoPay

1 Go to **https://Superior.authoritypay.com**.

Already have an account? Log in. If you do not have an account you can register by clicking on the Create a new account link. All you need is your account number and CID # from your bill to create a new account.

Pay your bill

Guests

Checkout with Quick Pay

You will be taken to an external payment system.

Log In

Not registered?

Get started today. All you need is your account number and CID from your bill. Create a new account?

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2 Set up a payment method by clicking the drop down arrow next to your username and on Payment Methods. Already have a saved payment method? Skip to step 4.

Superior   Home   Water Quality Reports   Help   rosss@ci.superior.wi.us ▾

General
Account Information
Accounts List
✔ Payment Methods
AutoPay Settings
Logout

Saved Payment Methods

Manage your Payment Methods

+ Add New Credit/Debit Card
+ Add New Bank

ⓘ
You don't have any saved payment methods.

You may add a new Credit/Debit Card by clicking here.

You may add a new Bank by clicking here.

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3 Whether you choose a bank account or debit/credit card, please fill in the required fields and be sure to click save.

‹ Return to previous page
New Bank
Please fill out all fields below and click Save below. Need help filling out this information?

Bank Name *
Bank Name

Bank Routing/ Transit *
Routing Number

Bank Account Number *
Account Number

Confirm Bank Account Number *
Confirm Account Number

Please note: automatic payments from checking or savings accounts have no payment fees.

Account Type *
Select One

Billing Name *
SUPERIOR RESIDENT

Billing Address *

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4 Click the drop down arrow next to your username and on AutoPay Settings. Click on +New AutoPay Setup.

Superior   Home   Water Quality Reports   Help   rosss@ci.superior.wi.us ▾

General
Account Information
Accounts List
Payment Methods
✔ AutoPay Settings
Logout

AutoPay

Manage

+ New AutoPay Setup
View Fees Disclosure

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

ⓘ
You are not set up on AutoPay.

You may set up AutoPay by clicking here.

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5 On the New AutoPay Setup page, verify the correct account is selected as well as the correct invoice type and desired payment method. Select the radio button "Yes, put me on AutoPay. Click the Save this AutoPay Setup button.

‹ Return to previous page
New AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *
#UTIL-1004 - Thaddeus Madge

Invoice Type *
Utility Services

Use this payment method *
Visa ending in 1111

AutoPay Status *
◉ Yes, put me on AutoPay. By enabling AutoPay, I agree to the Invoice Cloud Payer Terms and Conditions.
◯ No, I do not want AutoPay

Standard service fees may be applied if applicable. Please view our Fees Disclosure for more information.

✔ Save this AutoPay Setup

You have now enrolled in AutoPay.

Automatic payments are done within 3-5 days from the due date of the billing. If your current bill is past due, please note that the automatic payment will not be taken until the next bill is due. To avoid any late fees, please make a one time payment to pay off the current balance. If you have any questions, please contact us at 715-395-7578 or 715-395-5833 or by email at Utilitybilling@ci.superior.wi.us.