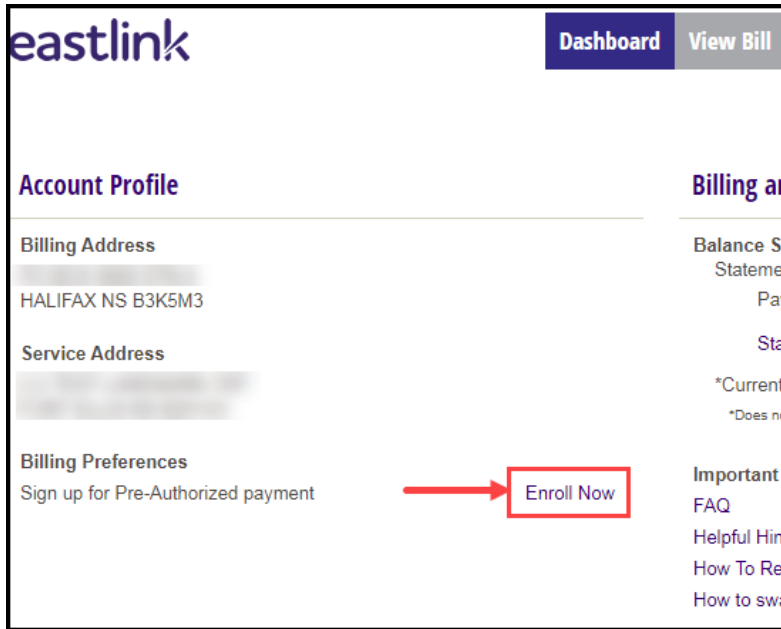


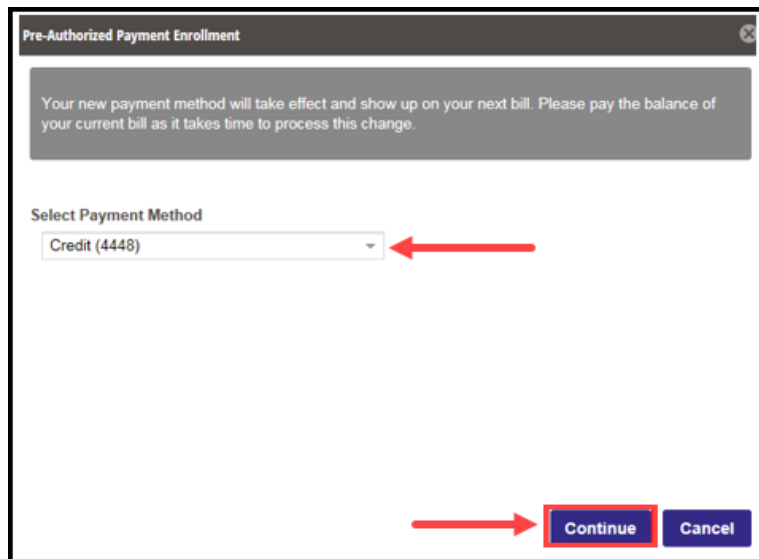


How to Setup Pre-authorized Payments Using a Computer

1. [Log in to My Account e-care](#) with your username and password
2. Select **Dashboard**
3. Select **Enroll Now**



4. If Payment Profile is already set up, select the applicable **Payment Method** from the drop down and select **Continue**



5. If Payment Profile is not already set up, select **Payment Method** and enter applicable information and select **Continue**

Setup Pre-Authorized Payment

Create Payment Account

Account Nickname

Set as my default payment account

Select Payment Method

Credit Card

Bank Account

Payment Information

Card Type: Visa

Card Number

CVV Number

Expiration Month: January

Expiration Year: 2019

Billing Information

First Name

Last Name

Address

Address 2 (Optional)

Municipality: HALIFAX

Province: Nova Scotia

Continue **Cancel**

6. Select **Dashboard**, under Billing Preferences you will now see that Pre-authorized payment has been set up.

eastlink

Dashboard

Account Profile

Billing Address

TRURO NS B2N1K8

Service Address

TRURO NS B2N1K8

Billing Preferences

Thank you for using Pre-Authorized payment **Edit** **Cancel**

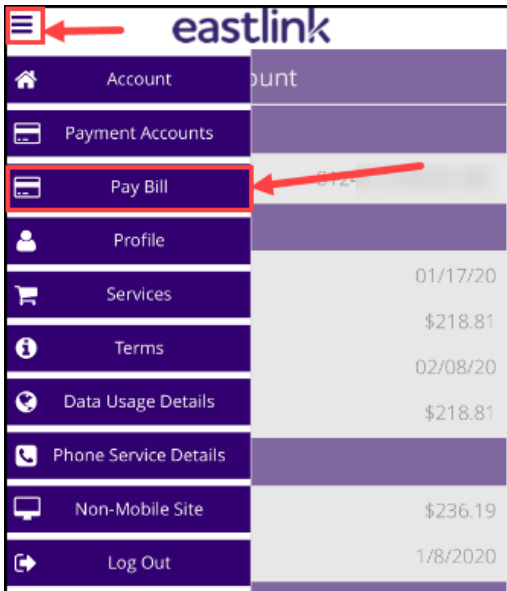
If multiple Payment Accounts are set up:
Select the Edit button to change your pre-authorized payment to a different existing Payment Account.

How to Setup Pre-authorized Payments Using a Mobile Device

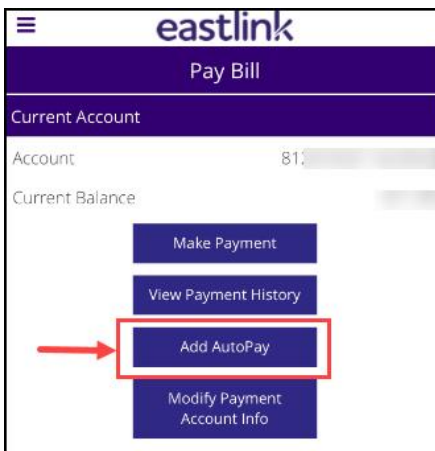
1. [Log in to My Account e-care](#) with your username and password.
2. Select the 3 lines in top left corner to open the menu



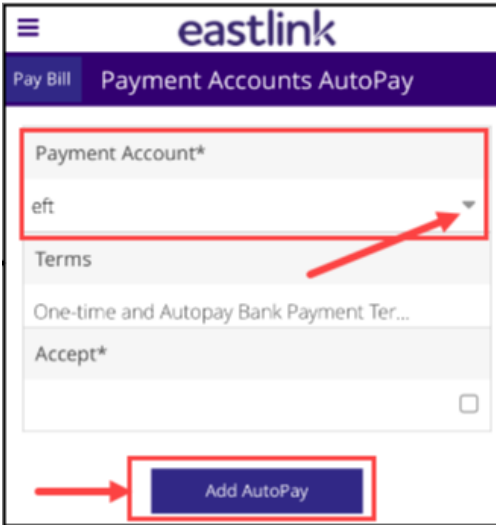
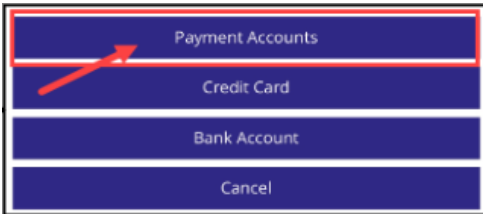
3. Select **Pay Bill**



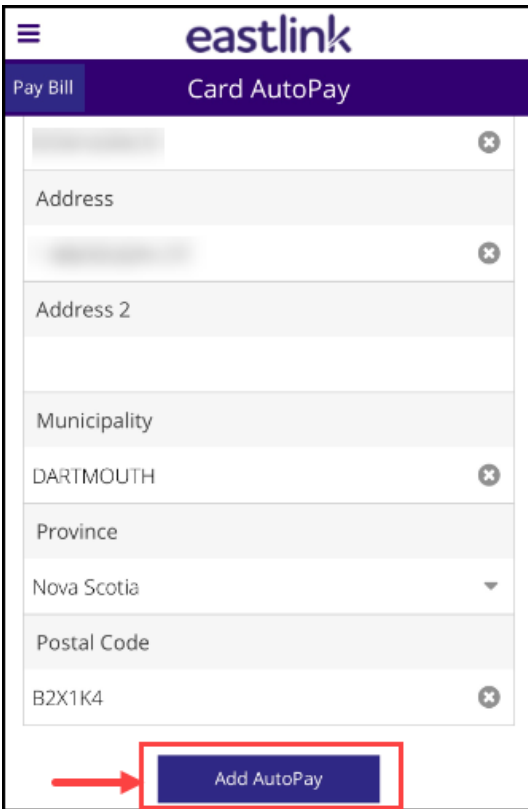
4. Select **Add AutoPay**



5. If Payment Profile is already set up, select **Payment Accounts** and select the applicable **Payment Method**.
6. If Payment Profile is not set up select applicable **Payment Method** (Credit Card or Bank Account) and enter requested information. (When selecting Bank Account you will need to place a check mark in the **Accept** box).



7. Select **Add AutoPay**.



8. Select **Account**, under Billing Preferences you will now see that Pre-authorized payment has been set up.



Account

Account

Balance Summary

Last Statement Date	01/17/20
Last Statement Balance	
Payment Due Date	02/08/20
Current Balance	\$0.00

Billing Summary

Payments & Adjustments	
Last Payment Amount	
Last Payment Date	2/8/2020

Billing Preferences

Pre-Auth Payment	Enrolled
e-billing	Enrolled

[View Statements \(PDF\)](#)