



## Log Into ipfs.com

1. Select Account Status
2. AutoPay Method will Display Current Enrollment Status

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## Current ACH Enrollment

1. Click ACH

**Enrollment**

Insured :

**AutoPay is currently setup using ACH**

**BANK ACCOUNT INFORMATION FOR AUTOPAY**

Bank Name: HANCOCK WHITNEY BANK  
Bank Account Type: C  
Bank Routing Number: \*\*\*\*  
Bank Account Number: \*\*\*\*

**What would you like to do?**

Change AutoPay to a different bank account  
 Change to AutoPay Credit Card (Technology Fee per installment will apply)  
 Unenroll in AutoPay

Your authorization remains in force until you unenroll in AutoPay by selecting ACH or Credit Card under the AutoPay Payment Method column on the Account Status Page and the unenrollment must be completed two business days Prior to your next installment payment date.

**Submit**

2. Options:
  - a. Change AutoPay to Different Bank Account
    - i. This Navigates to Bank Account Information Screen to Enter Banking Details
  - b. Change AutoPay to Credit Card
    - i. This Navigates to IPFS Payments Screen to Enter Card Details
  - c. Unenroll in AutoPay
    - i. Select Unenroll and Submit

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## Current Credit Card Enrollment

### 1. Select CC

**Enrollment**

Insured :

**AutoPay is currently setup using Credit Card**

**CREDIT CARD INFORMATION FOR AUTOPAY**

Name on Card:

**What would you like to do?**

Change AutoPay to a different Credit Card

Unenroll in AutoPay

Your authorization remains in force until you unenroll in AutoPay by selecting ACH or Credit Card under the AutoPay Payment Method column on the Account Status Page and the unenrollment must be completed two business days Prior to your next installment payment date.

**Submit**

### 2. Options:

- a. Change AutoPay to a Different Credit Card
  - i. This Navigates to IPFS Payments Screen to Enter Card Details
- b. Unenroll in AutoPay
  - i. Select Unenroll and Submit

## New Enrollment

1. Click Set Up
2. Choose eForms Preferences
3. Choose AutoPay – ACH or AutoPay Credit Card
4. Agree to the Terms & Conditions
5. Enter Payment Information
6. Submit Payment Information

**Would you like to enroll in AutoPay (optional)?**

AutoPay - ACH (Checking or Savings)

AutoPay - Credit Card

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