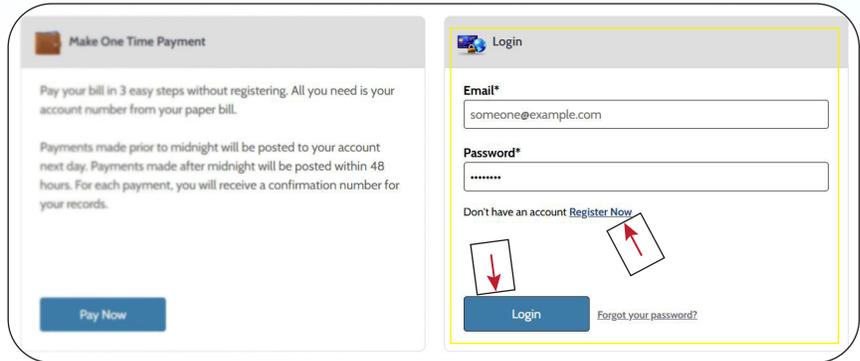




How to set up your IRWD AutoPay account

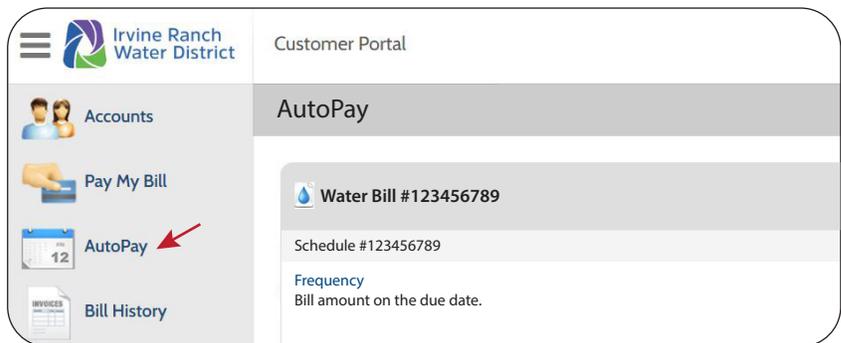
STEP 1

Log into your profile through the **Bill Pay Portal** found at IRWD.com/paymybill. If you do not already have a profile, select *Register Now* on the Bill Pay Portal to create one.



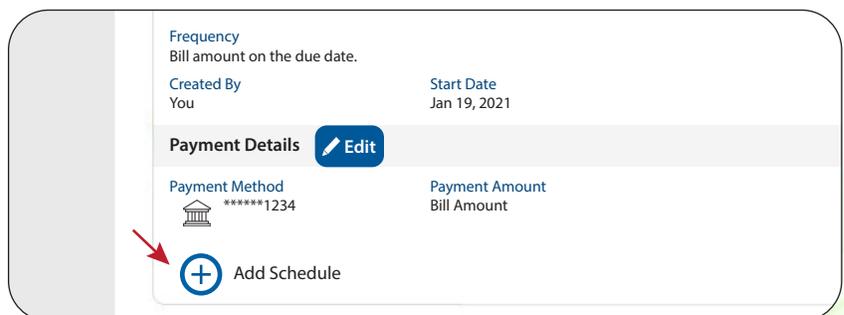
STEP 2

Select *AutoPay*.



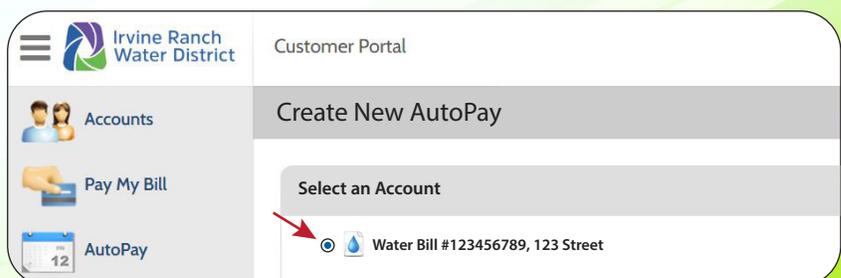
STEP 3

Select *Add Schedule*.



STEP 4

Choose the *Water Bill* for the account you want to set up on AutoPay under *Select an Account*.



How to set up your IRWD AutoPay account

STEP 5

Select *Continue*.

Irvine Ranch Water District Customer Portal

Accounts

Pay My Bill

AutoPay

Bill History

Payment History

Create New AutoPay

Select an Account

Water Bill

Add new

STEP 6

Select *Add new*.

Irvine Ranch Water District Customer Portal

Accounts

Pay My Bill

AutoPay

Bill History

Payment History

Create New AutoPay > Water Bill #123456789

Payment Method

My Wallet

*****1234

Add new

STEP 7

Select *E-Check* and input your bank account information.

E-Check Debit Credit Digital Wallets

Where can I find my routing and account number?

1 234 598098 1 25005: 1 263 1 234 598098 1 263 1 25005

Routing Account Check OR Routing Check Account

All fields are required unless labeled as optional.

Account Type

Checking Savings

Routing Number Account Number

123456789 123456789

Bank Name Name on Account

WELLS FARGO BANK NA IRWD TESTING

Set as default payment method

How to set up your IRWD AutoPay account

STEP 8

Select AutoPay Frequency:
Bill amount on the due date
(recommended option).

Do not enter a date in the End Date field. The AutoPay will be stopped as of any date entered there.

Check the authorization boxes at the bottom of your screen and select *Create AutoPay*.

Irvine Ranch Water District Customer Portal

Create New AutoPay > Water Bill #123456789

Frequency

Bill amount on the due date Monthly - bill amount

Monthly - fixed amount

End Date (Optional)

Select end date

Payment Amount

Bill Amount

Total Amount

Bill Amount

Payment Type

Checking Account

Routing Number

*****1234

Account Number

*****1234

[View Authorization Agreement for direct debit payment \(ACH Debit\).](#)

I authorize ACH direct debit payment (ACH Debit).

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 day before the next scheduled payment due date.

[Back](#) [Create AutoPay](#)

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[Payment Authorization Terms](#)
[SMS Text Communication Terms and Privacy](#)

Last login was on
Apr 14, 2025, 10:07:36 AM

STEP 9

You're all set! You should see confirmation of your AutoPay enrollment as shown at right.

Irvine Ranch Water District Customer Portal

Schedule Created

Confirmation # **12345678**

Payment Type Water Bill