

1. To get started, click on **“Create Account”** link toward the bottom of the page and follow the instructions. Your password will be emailed to you via ProfitStars.

2. Once an account has been created and you have logged in, you will select the option **“Make a Payment”**. On this page **you will be given the option of making this a recurring payment** by clicking on **“Do You Want to Make this a Recurring Payment”**.

3. You will then be asked the following information:
 - a. **Frequency**: Enter **“Once a Month”**,
 - b. **Payment Day**: Pick the day of the month you want to have the payment taken out of your bank account. This date should be at least 3 days before you want the payment to show up on your account to allow time for the payment to process,
 - c. **Start Date**: **This is the date in which your recurring payment will start.**
 - d. **Number of Payments**: If you know the number of payments you have left, you can enter it here. **HOWEVER, THE EASIEST WAY IS TO DO THIS IS TO ENTER “0” HERE** (The system automatically puts a “1” in this field, so you will need to change it to “0”) **AND CHECK THE “INFINITE” BOX BELOW** (See “f” below). If you choose this option, we will automatically cut “Autopay” off for you when the account is paid off.
 - e. **Next Payment Date**: Enter the date your next payment is due,
 - f. **Infinite Payment**: **MARK THIS BOX UNLESS YOU KNOW THE NUMBER OF PAYMENTS REMAINING AND ENTERED IT IN THE “NUMBER OF PAYMENTS” BOX** (See “d” above).
 - g. **Include a Single Payment Now**: Mark this box **ONLY** if you are setting up a recurring payment and **YOU ALSO WANT TO MAKE A PAYMENT TODAY! REMEMBER HOWEVER, IF YOU MARK THIS BOX, ONE PAYMENT WILL COME OUT OF YOUR BANK ACCOUNT TODAY AND ONE WILL COME OUT ON THE START DATE YOU SELECTED!**