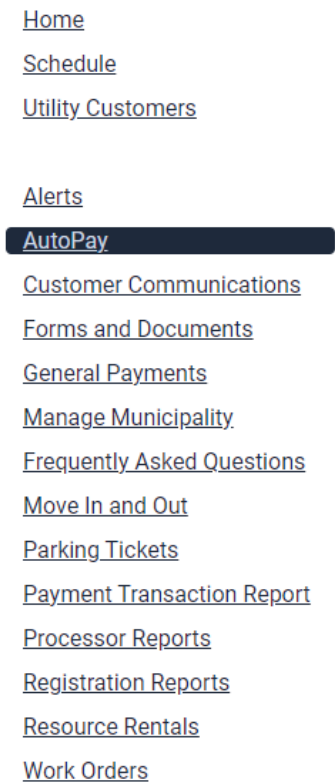# How to view which customers are set up for auto pay on the CAC

1. Select Auto Pay on the CAC and ACH in your Diversified Billing System.
2. Start by logging in to your CAC portal.
3. Then, navigate down to the "Auto Pay" module on the left-hand navigation menu.

Home
Schedule
Utility Customers

Alerts
AutoPay
Customer Communications
Forms and Documents
General Payments
Manage Municipality
Frequently Asked Questions
Move In and Out
Parking Tickets
Payment Transaction Report
Processor Reports
Registration Reports
Resource Rentals
Work Orders

4. From here you will stee a list of all customers that have opted to set up auto pay for their accounts on the he CAC.

Auto Pay

Total Customers
18
Using Auto Pay

Customers

Account Number	Name	Email	Payment Method	Billing System ACH Enabled	Total Due	Due Date	Created On
200905	TARA T HATFIELD		E-Check	No	0.00	12/03/2024	04/30/2024
500623	ROBERT G & DAWN M SMITH, JR.		Credit Card	No	0.00	12/03/2024	05/03/2024
301014	KERI GISE		Credit Card	No	0.00	12/03/2024	07/17/2024
500553	CHAD M WALTON		Credit Card	No	0.00	12/03/2024	07/18/2024
100209	LEVENTE & JENNIFER M BAJAN		E-Check	No	0.00	12/03/2024	08/07/2024
200995	VICKI A WYNEGAR		Credit Card	No	0.00	12/03/2024	08/26/2024
500740	STEVEN H & DEBORAH A HORN		E-Check	No	0.00	12/03/2024	09/04/2024
500603	KEITH A & JODI L HARTMAN		Credit Card	No	0.00	12/03/2024	09/18/2024
300885	KEVIN & DIRA MEJIA		Credit Card	No	0.00	12/03/2024	09/19/2024
500736	MARK S & WENDY D FOSTER		E-Check	No	0.00	12/03/2024	09/30/2024

Rows per page: 10 ▾

1 - 10 of 18   ‹ Previous   Next ›

5. Here you can see the list with Customer info all able to be exported to a CSV file via the
"CSV" button marked with a folded paper icon \