

## How to sign up for auto pay via credit card

1. Go to our website at [stpod.us](http://stpod.us).
2. Under the bear drinking water select the “my account” tab.



3. Select “create user profile.”

A screenshot of a "Sign In" form. The form has a title "Sign In" in blue. Below the title are two input fields: "Username" and "Password". There is a checkbox labeled "Remember Me" and a blue "SIGN IN" button. Below the button are three links: "Create User Profile", "Forgot Username?", and "Forgot/Reset Password?". An arrow from the text above points to the "Create User Profile" link.

4. Enter account number including any dashes, and the name exactly as it appears on the bill. Please note it must be the main name on the account, if you're a tenant you will need to put the landlord's name exactly as it appears on their bill.

## Confirm account

Provide the following information to create an account.

\* Account Number  *Including any dashes (ie. 002923-001)*

\* Full Name  *Exactly as it appears on your bill*

CONFIRM ACCOUNT

5. Create a username, password and enter in your email twice.

## Activate Your Account

Complete the form below to begin the account activation process.

### Create Your Account

Username

Password

Confirm Password

Email

Confirm Email

REGISTER

6. A verification email will be sent to your email.

South Tahoe PUD

South Tahoe PUD Account Verification

eSuite UM Account Creation Requested Hello,  
We have received your request to create an

8:34 AM



7. Click on the verification link in the email.

eSuite UM Account Creation Requested

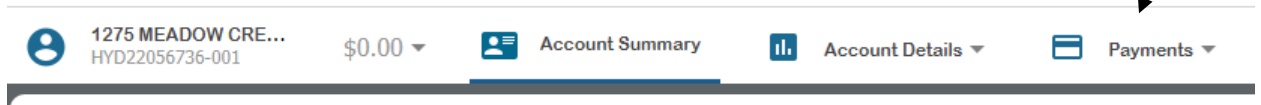
Hello,

We have received your request to create an account on Monday, February 27, 2023 8:34 AM.

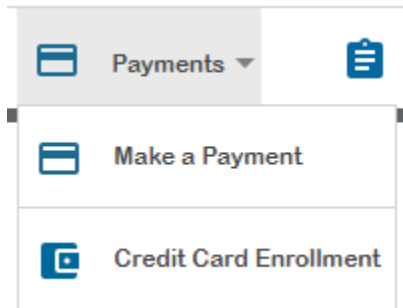
[Click here to finish creating your account.](#)

8. If you receive an error code after clicking on the link that's okay. It still activates your account.
9. Go back to our [stpud.us](http://stpud.us) website and log into your account.

10. At the top tabs select the payments tab



11. Then select "credit card enrollment."



12. Read the terms and conditions. It takes one full billing cycle to activate. If you have a balance on your account, you will need to make a one-time manual payment.
13. Enter your email address, select the "agree to terms and conditions" box then select "enroll with credit card."

## Enrollment Status

**Not Currently Enrolled**

Email

**ENROLL WITH CREDIT CARD**

14. Enter your billing and credit card information and hit submit

## BILLING INFORMATION

Time left: 9 minutes, and 54 seconds

(Must match the billing address for your credit card)





Name:

Address:

Zip:

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## PAYMENT INFORMATION

Payment Method:     

15. Once successfully enrolled your will be redirected to a confirmation screen.

You have been enrolled for recurring credit card payments.

[PRINT CHARGE CONFIRMATION](#)

[RETURN TO UTILITIES](#)

16. Please note anytime your credit card information changes i.e., the expiration date, new credit card etc., you will need to log in again and update your card via our website.