



## St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

*Serving our customers since 1964*

[www.metcom.org](http://www.metcom.org)

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400  
FAX: 301-737-7456

## HOW TO ENROLL IN AUTOPAY

### STEP ONE: CREATE ACCOUNT ONLINE

The screenshot shows the homepage of the St. Mary's County Metropolitan Commission website. The header includes the logo, name, phone number (301-737-7400), and social media links. A navigation bar contains links for HOME, ADMINISTRATION, ENGINEERING, FISCAL, HUMAN RESOURCES, OPERATIONS, PURCHASING, and CONTACT US. Below the navigation bar is a banner for 'WATER SAVING STARTS WITH YOU!' with tips on taking short showers and re-using water. A row of four green buttons is displayed: 'PAY YOUR BILL ONLINE', 'SIGN UP FOR E-BILLING', 'SIGN UP FOR AUTOPAY' (which is circled), and 'ACCOUNT/PAYMENT OPTIONS'.

Visit [www.metcom.org](http://www.metcom.org) and Click SIGN UP FOR AUTOPAY

The screenshot shows the 'New Users: Click Here to Register' link circled. Below the link, there is a section titled 'Utility Account Information' with input fields for 'Utility Account Id' and 'Utility Account PIN', and an 'Enter' button.

Click New Users- Create Username (*email address recommended*) & Password

Please Note: If you already have a MetCom Online Account setup this step can be skipped.

## STEP TWO: MANAGE BILLING ACCOUNTS



Hello, Warren

[Billing Account Summary](#)  
[Manage Billing Accounts](#)  
[Manage Payment Methods](#)  
[AutoPay Enrollment](#)  
[Edit My Profile](#)  
[Log Out](#)

### Manage Billing Accounts

Find your billing account using the Account Id and PIN from your most recent bill.

Account Type: ☒ Utility

Account Id:

PIN:

Enter Account Id & PIN- Save

## STEP THREE: MANAGE PAYMENT METHODS

Hello, Warren

[Billing Account Summary](#)  
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[Manage Payment Methods](#)  
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[Edit My Profile](#)  
[Log Out](#)

### Billing Account Summary

Type	Account Id	Property Location	Balance	
Utility	2456-0	23201 PINEY WOOD CIR	0.00	<a href="#">View/Pay Account</a>

Add Payment Method

Hello Warren  
Last Sign In: 9/5/2023 8:55 AM

Add Debit/Credit Card or Bank Account Information- Save

**\*Please Note: Saving Accounts cannot be used for AutoPay\***

## STEP FOUR: AUTOPAY ENROLLMENT

Hello, Warren

[Billing Account Summary](#)  
[Manage Billing Accounts](#)  
[Manage Payment Methods](#)  
[AutoPay Enrollment](#)  
[Edit My Profile](#)  
[Log Out](#)

### AutoPay Enrollment

Enroll to have payments automatically scheduled for your account(s) below.

When enrolled in AutoPay, payments will be automatically scheduled for each due date using your selected payment method.

NOTE: When enrolling or unenrolling within days before due date, changes may not apply to the current bill.

Type	Account Id	Property Location	AutoPay Status	
Utility	2456-0	23201 PINEY WOOD CIR	Not Enrolled	<a href="#">Edit</a>

AutoPay Enrollment

Enroll to have payments automatically scheduled for your account(s) below.

When enrolled in AutoPay, payments will be automatically scheduled for each due date using your selected payment method.

NOTE: When enrolling or unenrolling within days before due date, changes may not apply to the current bill.

Account Types: Tax Account Id: 00001307 Property Location: 106 CANDLESTICK LANE

Current AutoPay Status: Not Enrolled

Select AutoPay Status: ☒ Enrolled ☐ Not Enrolled

Select Payment Method:

Edit-Enrolled-Select Payment Method-Save

Please Note: If you recently added a payment method and it's not showing on your AutoPay enrollment screen, it is highly recommend that you logout of your account and back in.