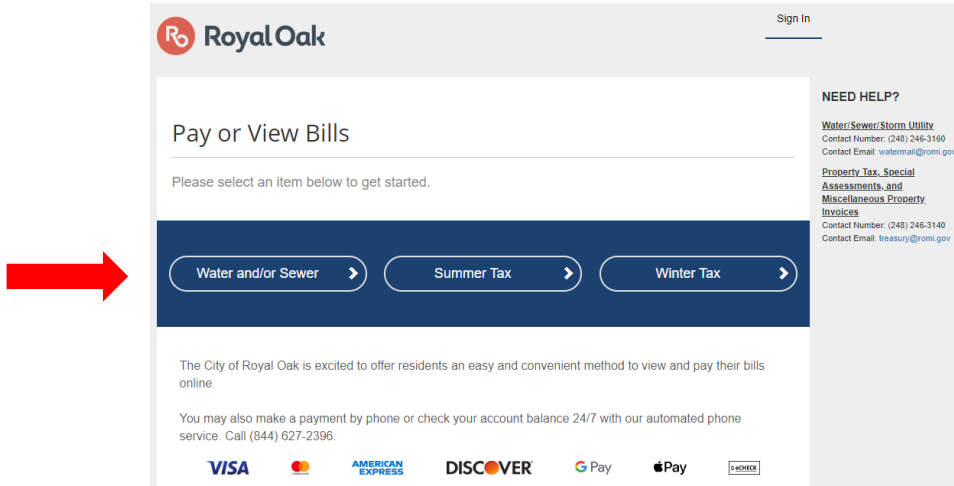


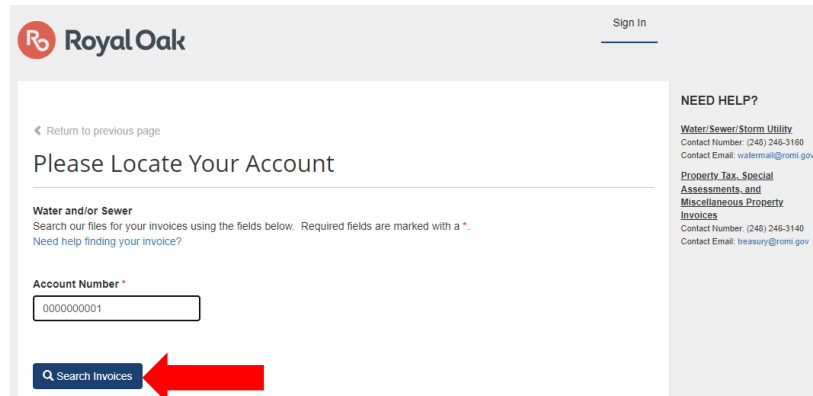
How to Enroll in AutoPay for your Water / Sewer Account

1- Go to www.invoicecloud.com/royaloakmi and click the blue “Water and/or Sewer” button. If you have already created an account for this site, Sign in and then skip to step 5.



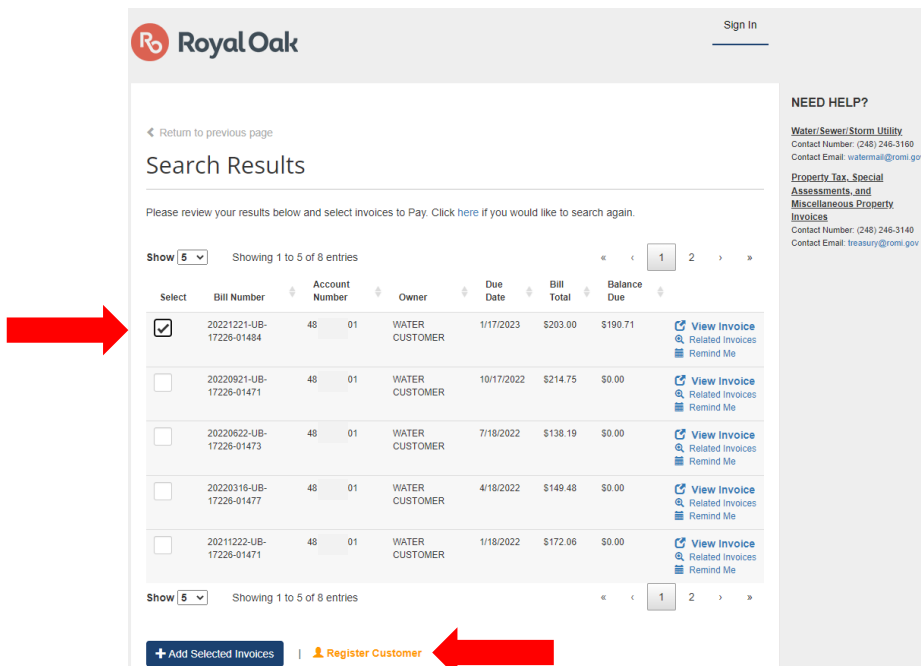
The screenshot shows the Royal Oak website's 'Pay or View Bills' page. At the top left is the Royal Oak logo and a 'Sign In' link. The main heading is 'Pay or View Bills'. Below it, a message says 'Please select an item below to get started.' There are three buttons: 'Water and/or Sewer', 'Summer Tax', and 'Winter Tax'. A red arrow points to the 'Water and/or Sewer' button. Below the buttons, there is text about online bill payment and a list of accepted payment methods: VISA, American Express, DISCOVER, Google Pay, Apple Pay, and Discover. On the right side, there is a 'NEED HELP?' section with contact information for Water/Sewer/Storm Utility and Property Tax, Special Assessments, and Miscellaneous Property Invoices.

2- Enter your account number (______01, can be found on the quarterly bill) and click “Search invoices”



The screenshot shows the 'Please Locate Your Account' page. It has a 'Return to previous page' link and a heading 'Please Locate Your Account'. Under the heading, it says 'Water and/or Sewer' and 'Search our files for your invoices using the fields below. Required fields are marked with a *.' Below this is a text input field for 'Account Number' with the value '0000000001'. A red arrow points to the 'Search Invoices' button. The right side of the page has the same 'NEED HELP?' section as the previous screenshot.

3- Click on the top invoice checkbox, then click on the orange “Register Customer” below.



The screenshot shows the 'Search Results' page. It has a 'Return to previous page' link and a heading 'Search Results'. Below the heading, it says 'Please review your results below and select invoices to Pay. Click here if you would like to search again.' There is a 'Show 5' dropdown and a 'Showing 1 to 5 of 8 entries' indicator. Below this is a table of search results. A red arrow points to the checkbox in the first row. Below the table, there is a 'Show 5' dropdown and a 'Showing 1 to 5 of 8 entries' indicator. At the bottom, there are two buttons: '+ Add Selected Invoices' and 'Register Customer'. A red arrow points to the 'Register Customer' button. The right side of the page has the same 'NEED HELP?' section as the previous screenshots.

Select	Bill Number	Account Number	Owner	Due Date	Bill Total	Balance Due	
<input checked="" type="checkbox"/>	20221221-UB-17226-01484	48 01	WATER CUSTOMER	1/17/2023	\$203.00	\$190.71	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	20220921-UB-17226-01471	48 01	WATER CUSTOMER	10/17/2022	\$214.75	\$0.00	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	20220622-UB-17226-01473	48 01	WATER CUSTOMER	7/18/2022	\$138.19	\$0.00	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	20220316-UB-17226-01477	48 01	WATER CUSTOMER	4/18/2022	\$149.48	\$0.00	View Invoice Related Invoices Remind Me
<input type="checkbox"/>	20211222-UB-17226-01471	48 01	WATER CUSTOMER	1/18/2022	\$172.06	\$0.00	View Invoice Related Invoices Remind Me

How to Enroll in AutoPay for your Water / Sewer Account

4- Enter your email and choose a password, then click on the blue “Complete Registration” button. Be sure to note your new password (OPTIONAL: Paperless billing is checked by default when this screen loads. If you would like to continue to receive paper bills, uncheck the “I would like to sign up for Paperless” box).

Return to previous page

Register

Please fill out this form to complete your registration. All required fields are marked with a *.
Click here for information on linking accounts together.

Account Number *
602 01

Email Address *
WATERMAIL@ROMI.GOV

Confirm Email Address *
WATERMAIL@ROMI.GOV

Create Password *
Create Password

Confirm Password *
Confirm Password

I would like to sign up for Paperless

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. [Click to view Terms and Conditions](#)

[Complete Registration](#)

NEED HELP?
Water/Sewer/Storm Utility
Contact Number: (248) 246-3160
Contact Email: watermail@romi.gov
Property Tax, Special Assessments, and Miscellaneous Property Invoices
Contact Number: (248) 246-3140
Contact Email: treasury@romi.gov

5- From the “Your Accounts At A Glance” page, click on the “AutoPay” button.

My Account My Profile Support

Your Accounts At A Glance

I Want To...

[Pay My Invoices](#)

[Manage My Accounts](#)

AutoPay	Not Enrolled	>
Paperless	Enrolled	>
Pay By Text	Not Enrolled	>

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6- Click on the blue text “Please add a new Payment Method before signing up for AutoPay...”

My Account My Profile Support

AutoPay

Manage

[View Fees Disclosure](#)

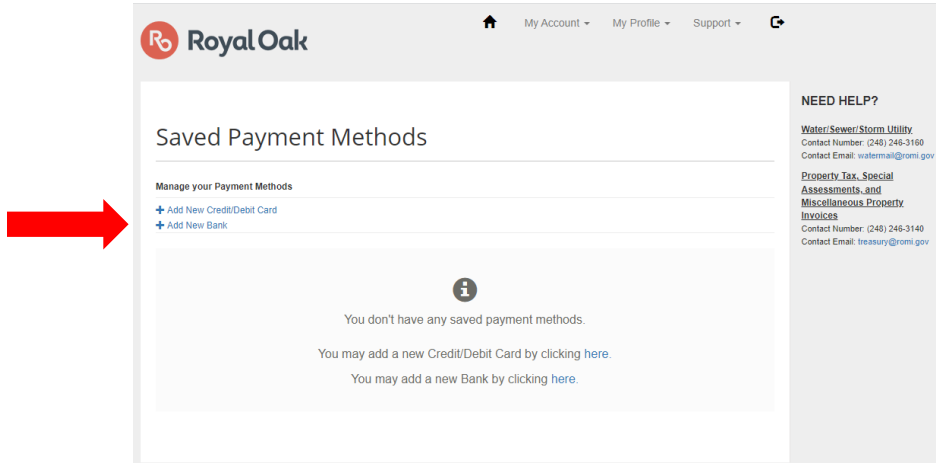
Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

[Please add a new Payment Method before signing up for AutoPay by clicking here.](#)

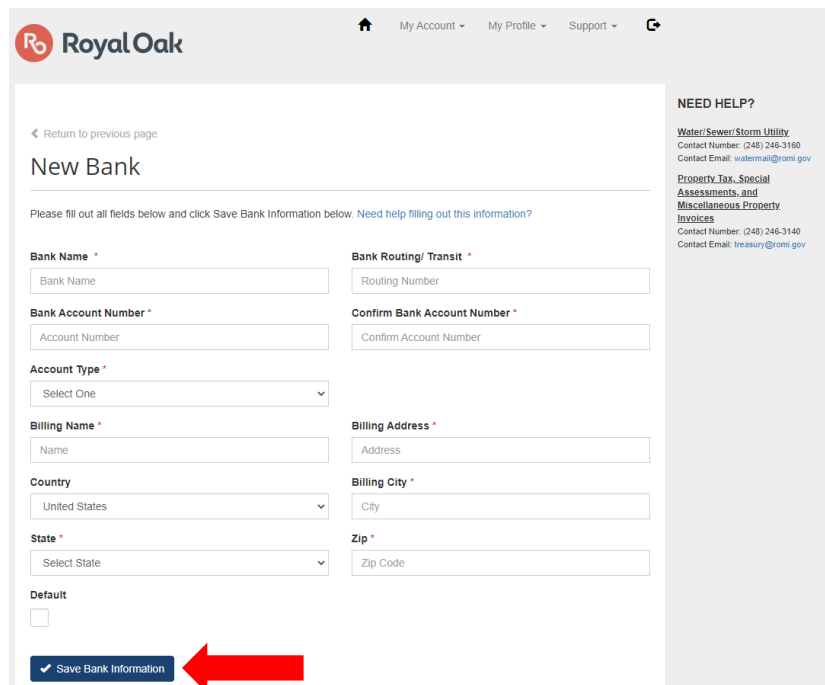
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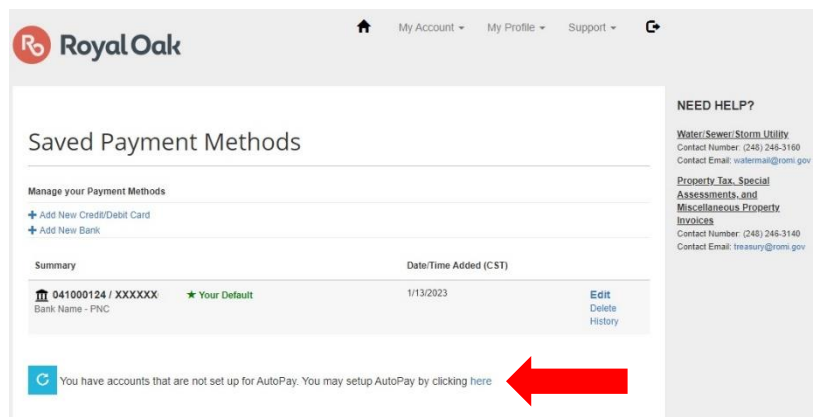
7 – AutoPay can be set up with Credit/Debit card, or via Bank Account. **PLEASE NOTE:** Credit/Debit cards are subject to additional service fees, and have a \$400 transaction limit. It is recommended that you use a Bank Account for AutoPay.



8 – Carefully add your account details, then Click on “Save Bank Information”

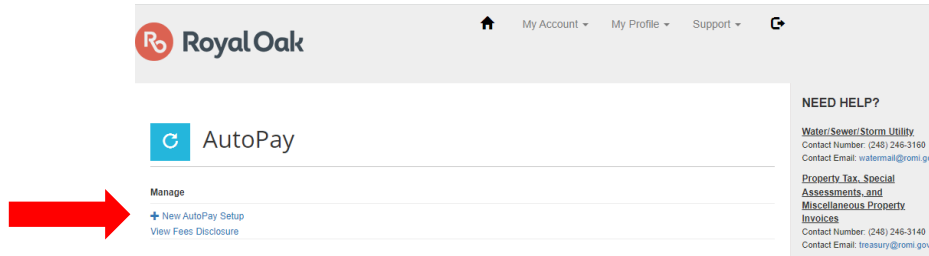


9 – Once the account information has been saved, click the “setup AutoPay” link

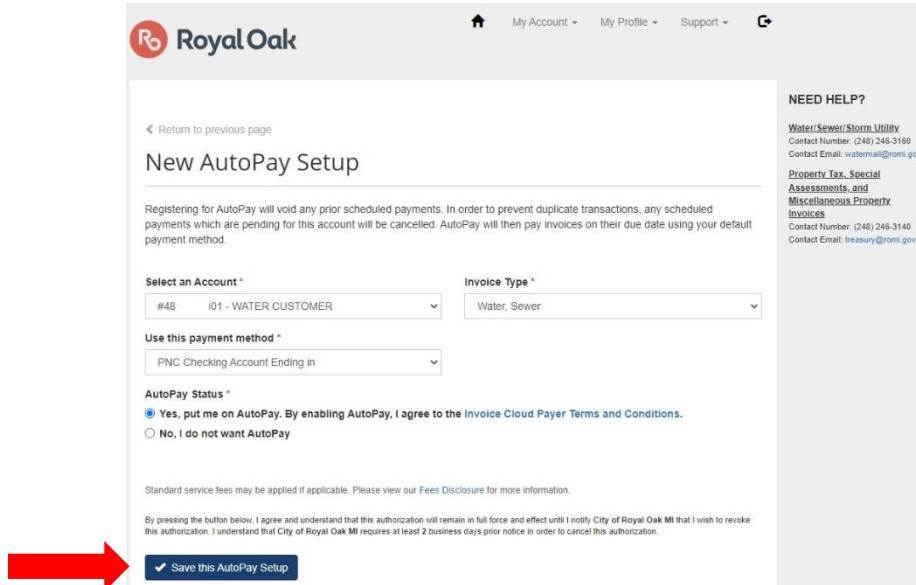


How to Enroll in AutoPay for your Water / Sewer Account

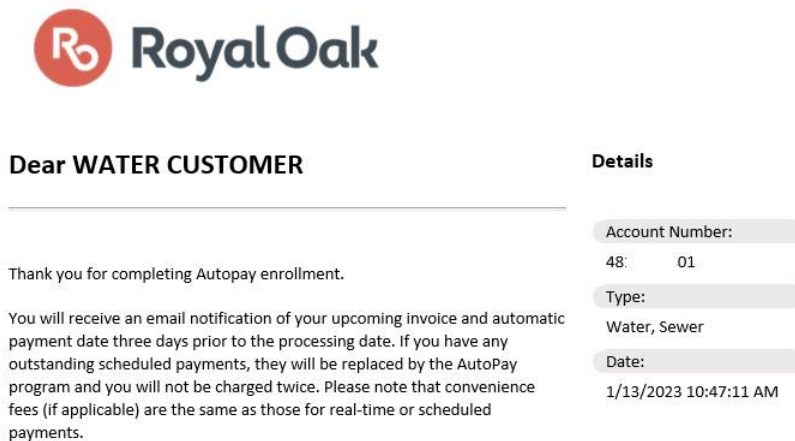
10 – Click on “New AutoPay Setup”



11 – Confirm the account details, then click on “Save this AutoPay Setup”



12 – AutoPay is now active. An email confirmation will be sent to you.



13 – The AutoPay can be managed through your invoicecloud.com account. It can be changed, suspended, or terminated via the website.

14 – **MOVING OUT?** Be sure to terminate the AutoPay if selling your property / your lease ends.