

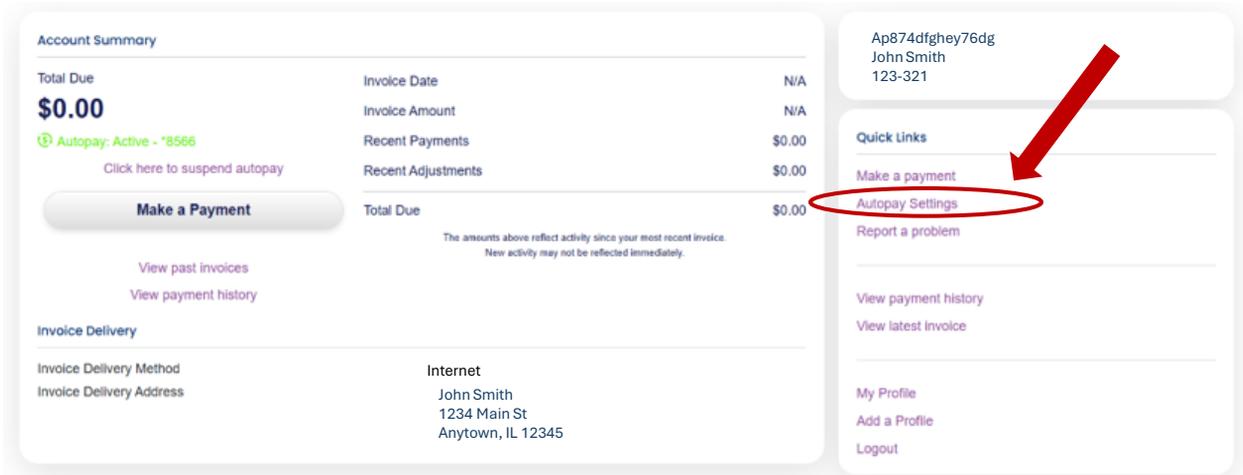
# How to Update Your Autopay Payment Method

Follow the steps below to update your payment information through the online portal.

## 1. Log In to Your Account at: <https://pavlovmedia.cdgportal.com>

When logging on for the first time you will need to reset your password. This can be done by selecting "Forgot Password".

After logging in, go to the Quick Links section and click on "Autopay Settings."



**Account Summary**

Total Due	Invoice Date	N/A
<b>\$0.00</b>	Invoice Amount	N/A
Autopay: Active - *8566	Recent Payments	\$0.00
<a href="#">Click here to suspend autopay</a>	Recent Adjustments	\$0.00
<b>Make a Payment</b>	Total Due	\$0.00

The amounts above reflect activity since your most recent invoice. New activity may not be reflected immediately.

[View past invoices](#)  
[View payment history](#)

**Invoice Delivery**

Invoice Delivery Method	Internet
Invoice Delivery Address	John Smith 1234 Main St Anytown, IL 12345

Ap874dfghey76dg  
John Smith  
123-321

**Quick Links**

- [Make a payment](#)
- [Autopay Settings](#)**
- [Report a problem](#)

[View payment history](#)  
[View latest invoice](#)

**My Profile**

- [Add a Profile](#)
- [Logout](#)

## 2. Choose Your Payment Method

Select either Credit/Debit Card or Electronic Check from the Payment Method dropdown menu.

Then, click on "Click here to update your account information."

If you have any questions, please email us at [CustomerService@pavlovmedia.com](mailto:CustomerService@pavlovmedia.com) or call 888.799.7249 option 3

Please continue to the next page

**Autopay Options**

If you wish to start or change your automatic billing payments, please check the checkbox below and enter your payment information. If you wish to stop automatic billing payments, simply uncheck the checkbox.

**Please Note:** This will affect all of your accounts beginning with 1234-\*

I, Customer Name, authorize Pavlov Media, Inc to automatically debit/charge my account for future invoices for the total amount specified on the invoice. The Authorization is to begin on **Date shown here** and remain in effect until I explicitly request Pavlov Media, Inc. to stop automatic debit/charges. I understand that my account will be debited/charged monthly.

**Payment Method**

Payment Method: Electronic Check (dropdown menu)

Bank Account Details: Edit

[Click here to enter your account information](#)

**Billing Information**

First Name: John  
Last Name: Smith

**Close**

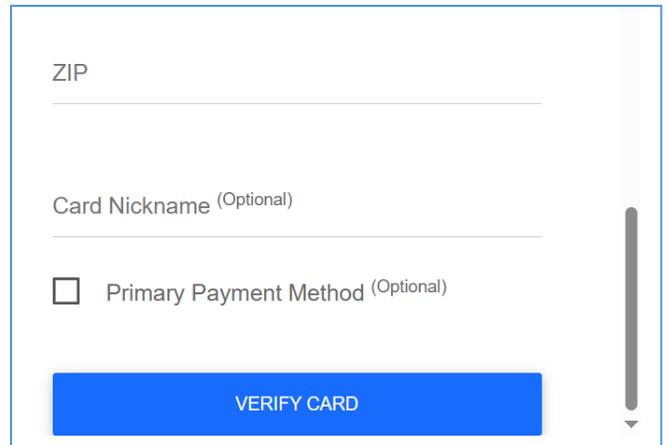
Thank you for being a valued part of the Pavlov Media community.

### 3. If You Selected Credit/Debit Card

Enter the following details:

- Card Number and CVV Code
- Expiration Date
- Name on Card
- Billing Zip Code

Click "Verify Card." If no errors appear, your card has been successfully saved as your primary payment method.



Form fields and options for credit/debit card verification:

- ZIP
- Card Nickname (Optional)
- Primary Payment Method (Optional)
- VERIFY CARD button

Once complete, you may log out of your online account.

### 4. If You Selected Electronic Check

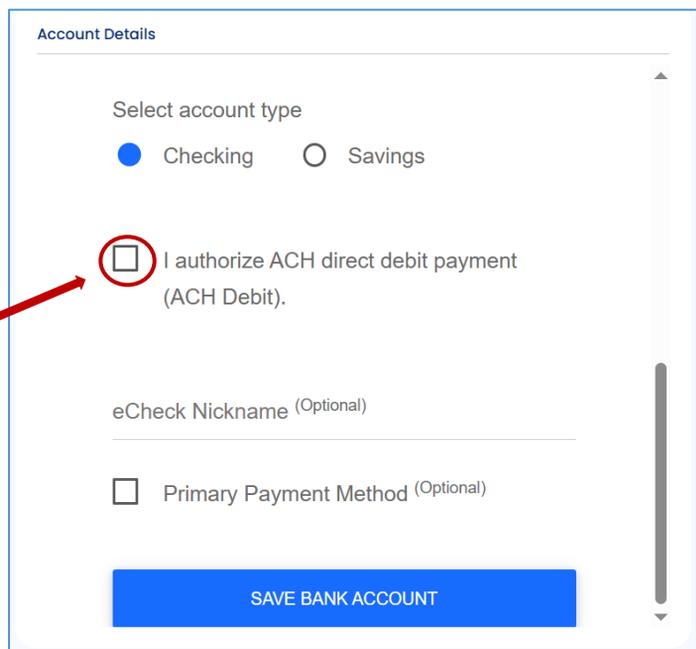
Enter the following information:

- Bank Routing Number
- Checking or Savings Account Number
- Name on the Bank Account

Select the account type (checking or savings), **and** check the box authorizing ACH direct debit payments.

Click "Save Bank Account." If no errors appear, your bank account has been successfully saved as your primary payment method.

Once complete, you may log out of your online account.



Form fields and options for electronic check account details:

- Account Details
- Select account type:
  - Checking
  - Savings
- I authorize ACH direct debit payment (ACH Debit). (This checkbox is circled in red with an arrow pointing to it from the text above.)
- eCheck Nickname (Optional)
- Primary Payment Method (Optional)
- SAVE BANK ACCOUNT button

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