

How do I schedule a payment?

To schedule a new payment, members begin by typing the name of the payee in the box at the top of the main Bill Pay page. If the name shows up in a pre-populated list, it means that Azura's Bill Pay is familiar with the payee and already has a mailing address on file. If a name doesn't appear, the member can input the name and address to create a new payee.



Make Payments

Pay someone new: Add Find: Search my payee list

Pay To Westar Energy
Setup Assistant (to add multiple payees)

Show active payees only sorted by name Pay from: Azura Credit Un... *7408

Pending Payments [Print Confir](#)
Pay To Amount
No payments are pending.

Last 5 Processed Payments
Paid To An
No payments have processed.

Autopay
Put your payments on cruise control

autopay (o'to-pay) n
A payment we automatically schedule for you based on criteria you establish.

Once a payee is selected, the member can fill in the amount of the payment, as well as the due date, which will ensure the payment is received on that date.

What if I want to set up a recurring payment?

To set up a recurring payment, the member can choose autopay, listed under the payee. This will load a new screen that the member can select autopay options.



Make Payments

Pay someone new:

Pay To

Show active payees only sorted by

Westar Energy, *3456

Set up: reminder | autopay

Select to set up recurring payment

Bills & Payments

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Payment Records

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- [Manage Categories](#)

Administration

- [Funding Account List](#)
- [Alert Preferences](#)
- [Contact Client Services](#)

Help

Set Payment Options

You currently don't have any automatic payment rules for Westar Energy, *3456.

Payment option: Pay manually (turn off autopay)
 Pay automatically at regular intervals

Funding account: ← Choose account

Memo:
(Appears on every check payment)

Amount: \$ ← Choose amount

Frequency: ← Choose how often payment is made

Deliver by: [Learn more...](#) ← Choose when you want payment to arrive

Continue payments: indefinitely
 until ← Set end date
 - or -
 number of instances:
 Different last payment amount: \$ (optional)

How can I see my payment history?

Members can view their payment history by clicking on a payee and selecting "View Payment History."