Supra® eKEY Payment Management

Use the Payment Management Feature in eKEY

1. Tap the **More** icon [MORE] on the lower right corner of the screen.
2. Select **Payment Management**.
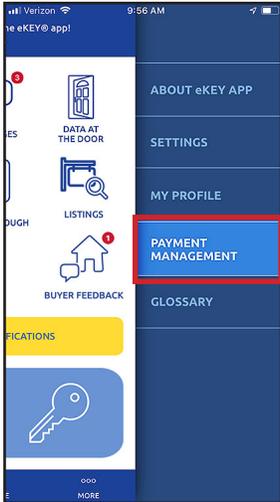
3. Your billing information page displays the amount due, the due date, the card number on file and the card expiration date. When card info is valid, the payment will occur automatically. Tap **Pay with a New Card** to enter different card information.
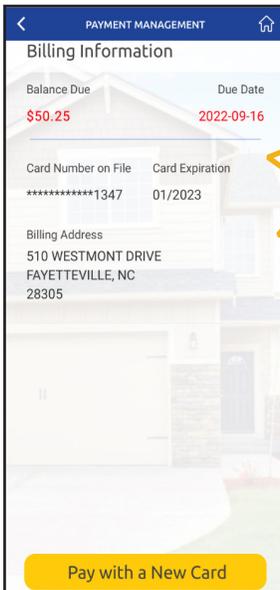
Note: If payment is past due, the amount and due date will appear in red, as shown.

4. To update your credit card information, tap **Pay using Card on File** and then tap the **Update Billing Information** button at the bottom of the screen.
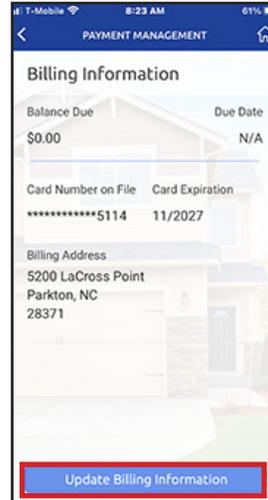
5. Once you tap that, you'll see a screen that allows you to edit your billing information. Tap the appropriate **Edit** button to make necessary changes or add CVC info. *Note: CVC (or CVV) number is the 3-digit code on the back of the card.*
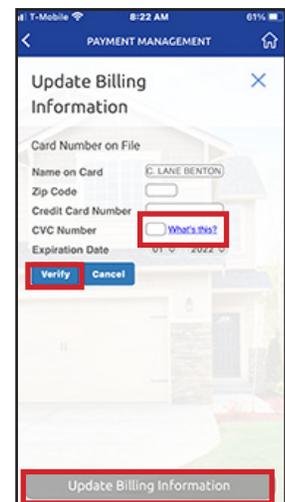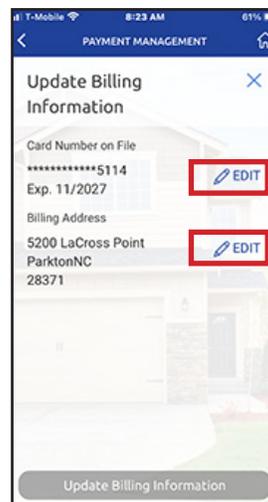
6. After updating your information, tap the blue **Verify** button and then tap the **Update Billing information** button at the bottom of the screen as indicated above..

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7. Click on the yellow button at the bottom of the screen to save the new card information and make a payment.
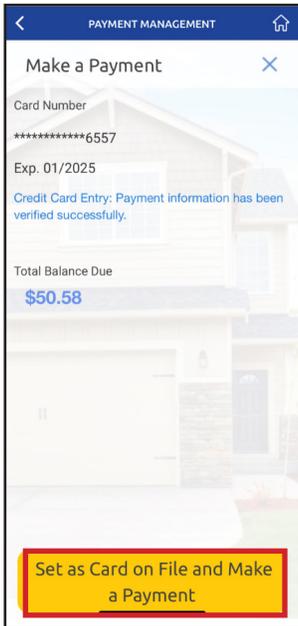
8. After you make a payment, a second confirmation of payment is required for processing.
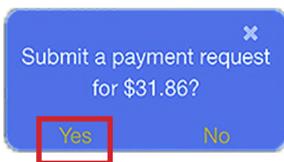
9. After you click "yes," you will receive the following screen confirming that your payment has been made.
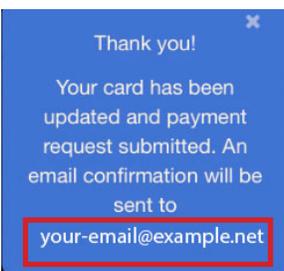
10. Once you have no balance, the following screen appears. If desired, tap **Update Billing Information** to update or change card information.

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Check Balance and Set Up Card Payment

You can use your eKEY app to check your balance or pay your Supra eKEY bill with a card. As long as there is a valid card on file, the payment will be deducted automatically. To make a payment, follow the steps below.

1. Tap the **More** icon MORE on the lower right corner of screen.
2. Tap **Payment Management**.
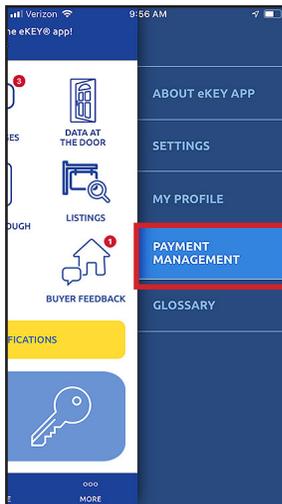
3. The billing information page is displayed, showing the amount due and the due date. Tap the **Pay with New Card** button to enter new card information.
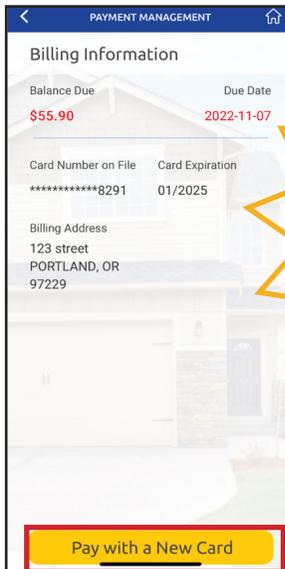
Note: As long as current card information is valid, payments will be made automatically.

4. Enter card number, expiration date, and CVC number and tap yellow button to set it to default to that card for future payments.
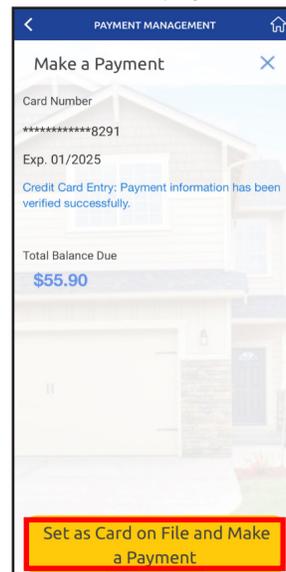
5. After a payment has been submitted, a confirmation screen will appear and then once "yes" is tapped, a "thank you" screen will appear.