

Adding Autopay (Desktop)

Step 1:

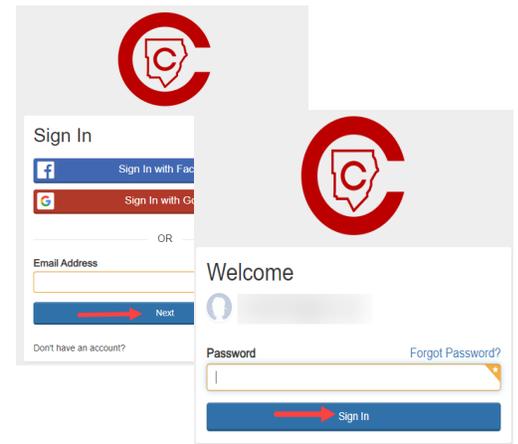
For Enrolling Adult Only

- On your computer, open an internet browser
- In the browser, enter the URL: <https://cobbk12.ce.eleyo.com>
- Click on the words that say “Sign In” at the top right corner
- To change the language to Spanish, click the **blue box** that says “En ESPAÑOL”



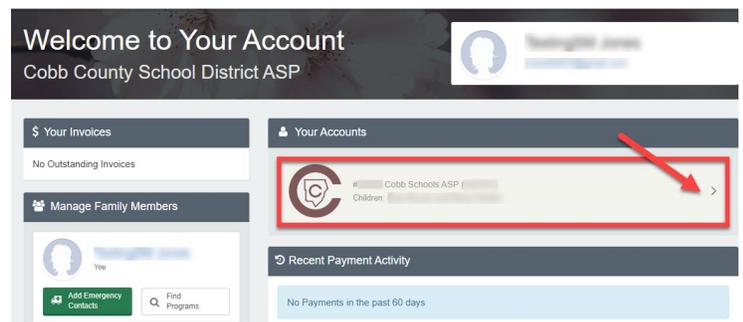
Step 2:

- Now at the Eleyo Sign in Screen, enter the email used to register your account
- Click Next in the **blue** box
- Enter the password for the account and click the **blue** Sign In box



Step 3:

- Under the “Your Accounts” tab, click on your account.

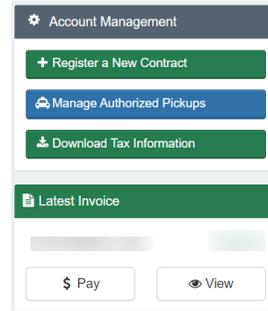


If you have any questions, please contact your school's ASP Director

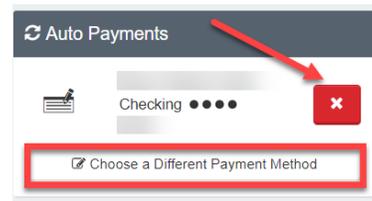
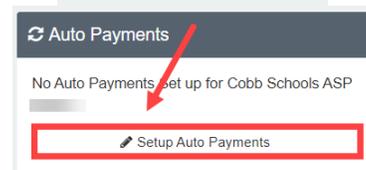
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Step 4:

- On the left menu, locate Auto Payments.
- If you do **not** have a payment method set up yet, click "Setup Auto Payments"

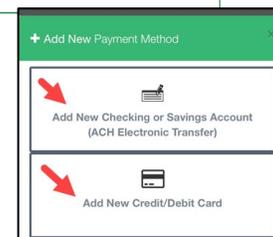


- If you need to change your current auto pay, select "Choose a Different Payment Method".
- To remove auto pay completely, click on the **red box** with an "x".



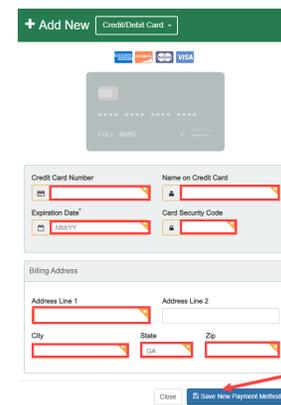
Step 5:

- A pop-up window will appear. Click "+Add Saved Payment Method"
- There are 2 choices, ACH Check or Credit Card/Debit Card. Choose one to create the auto payments for your Eleyo account.



Step 6:

- Complete all the boxes by entering the pertinent payment method information on the screen displayed
- Click the **blue Save New Payment Method** button at the bottom of the screen



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