Once registered for an account, you can add an AutoPay. AutoPay is an optional but easy method of entering a payment method which will be automatically be charged each week after invoicing. You are welcome to modify or delete your AutoPay information at any time.

**Step #1:**
- On your mobile device, open an internet browser
- In the browser, enter the URL:  [https://cobbk12.ce.eleyo.com](https://cobbk12.ce.eleyo.com)
- On the blue screen presented, click the small compass icon at the top left of the screen (just below the small house icon)

**Step #2:**
- Click in the gray box that says Payment Methods

**Step #3:**
- You are now on the Saved Payment Methods screen, from here there are two choices:
  - If you do not have a payment method set up yet, you can click the blue letters that say Please add one
  - Or:
    - Scroll to the bottom of the screen and click the green +Add Payment Button

*If you have any questions, please contact your school’s ASP Director*
Add Autopay on a Mobile Device

Step #4:

- Either of these choices will bring you to the Add New Payment Method Screen
- There are two choices of ACH Check or Credit Card/Debit Card
- Choose the method by which you want to create the auto payment for your Eleyo account

Step #5:

- Complete all the boxes by entering the pertinent payment method information on the screen displayed
- Scroll down and Select AutoPay for Cobb Schools ASP Account #xxxx
- Click the blue Save New Payment Method button at the bottom of the screen

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