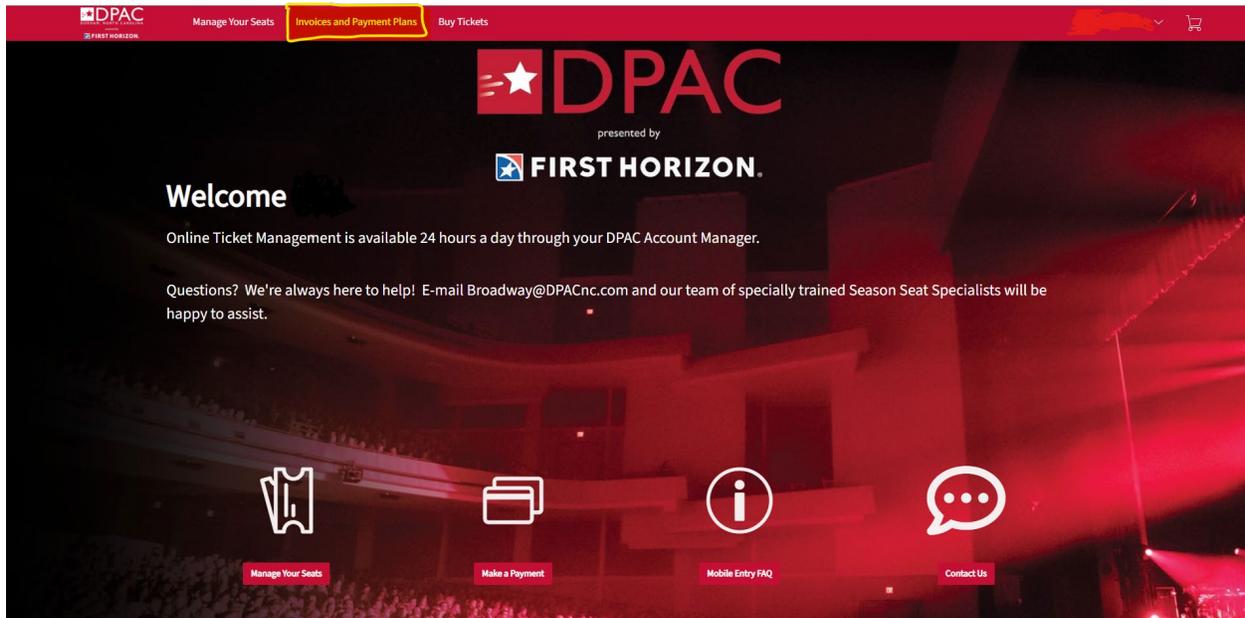## Account Manager Guide – How to Make a Payment on Your Monthly Payment Plan

1. Log into your online Account Manager by entering your email address and password
   *Note: If you do not remember your password, click "Forgot Password?" to reset it.

2. After you have logged in, click on the option that reads 'invoices and Payment Plans' near the top of the screen.

3. You will be directed to a page displaying the total due on your invoice, along with print/email options. Click the "Make a Payment" button at the bottom of the page to proceed.

4. If you have not previously filled out the "Season Choices" section you will be asked to do so, then proceed to the payment options. Please select your payment option from the drop-down menu, along with your desired payment method. To complete your payment, please check the "I Accept Term and Conditions" and click the "Pay Now" button at the bottom of the screen.