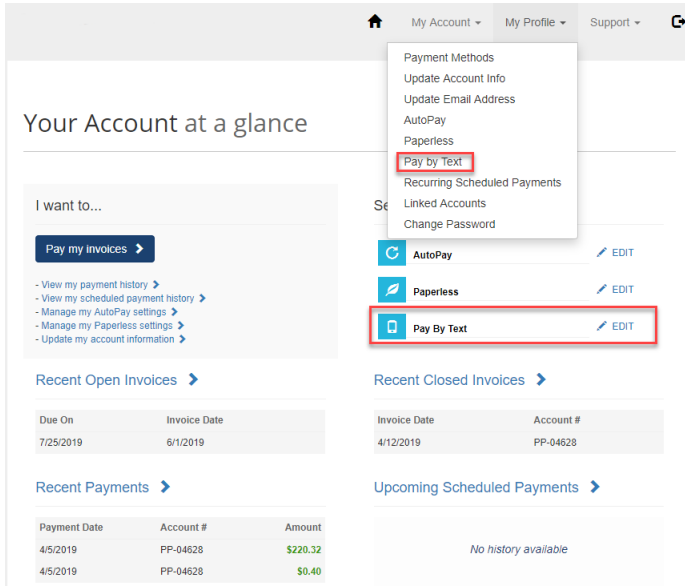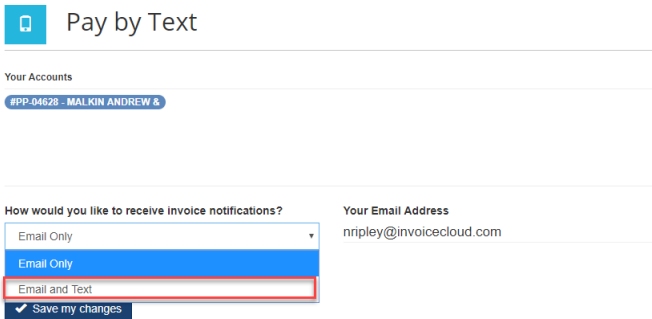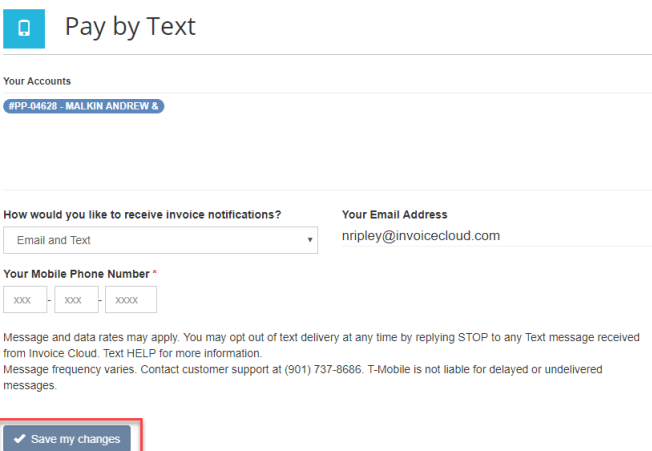# Registering for Pay by Text
## A STEP BY STEP GUIDE

**1** From the Payment Portal, as a registered user, you will select the Edit button next to Pay by Text - OR - from the My Profile menu at the top of the screen, select Pay by Text.
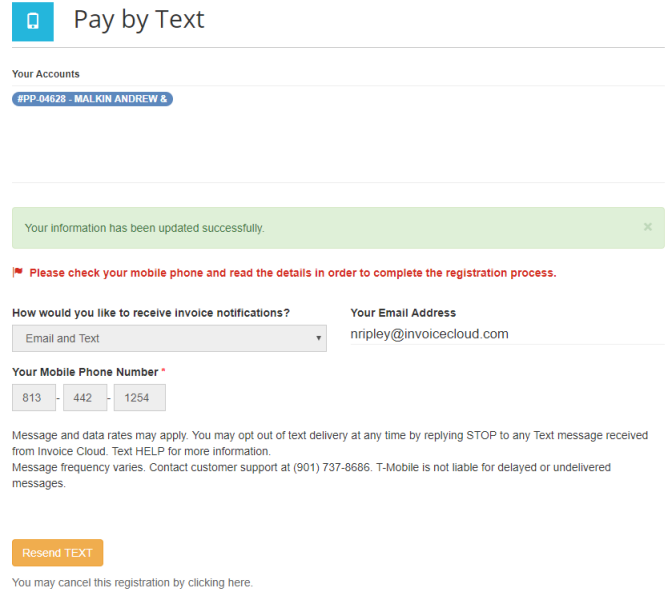


**2** From the Pay by Text page, you will select **Email and Text** from the dropdown menu.
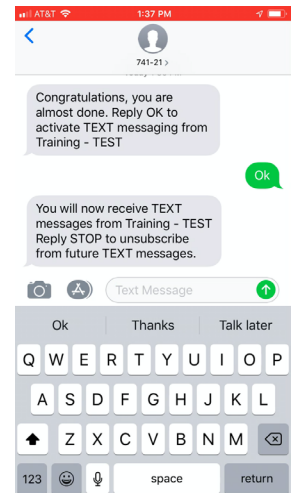


**3** Enter your mobile phone number including area code and click on **Save my changes**.



**4** You will receive confirmation that your preference has been successfully updated. But you will complete the registration on your mobile phone.



**5** You will then receive a text message. Respond to this text by typing **OK**. You will receive a reply that indicates your Pay by Text registration is complete.



**6** The Payment Portal dashboard shows the green check confirming your Pay by Text registration.



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