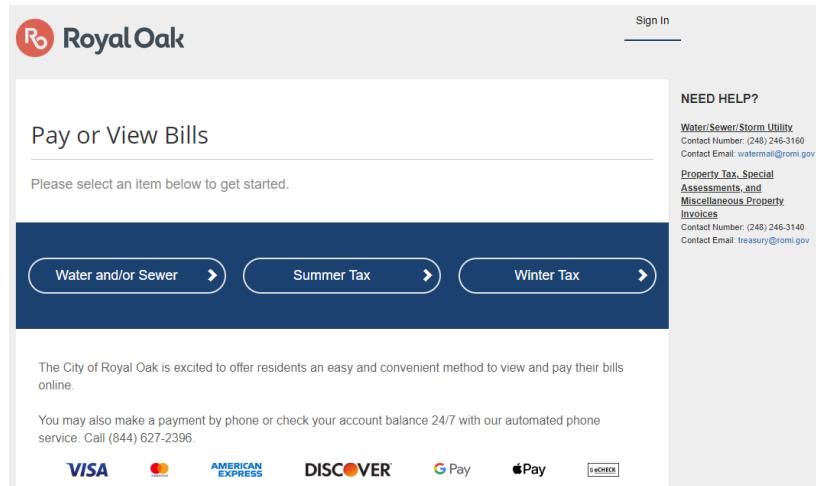
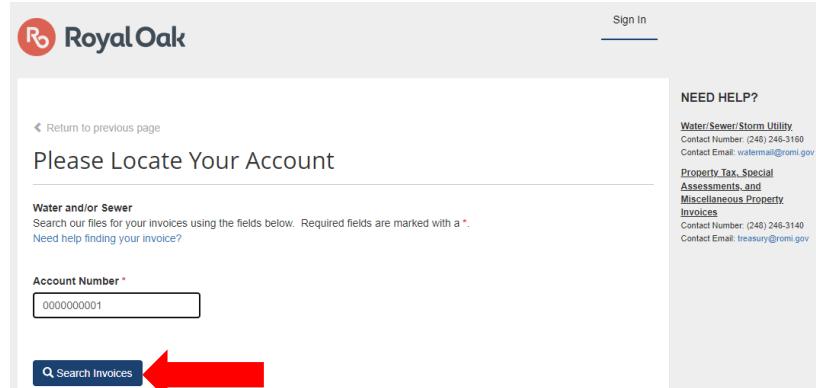


How to Enroll in AutoPay for your Water / Sewer Account

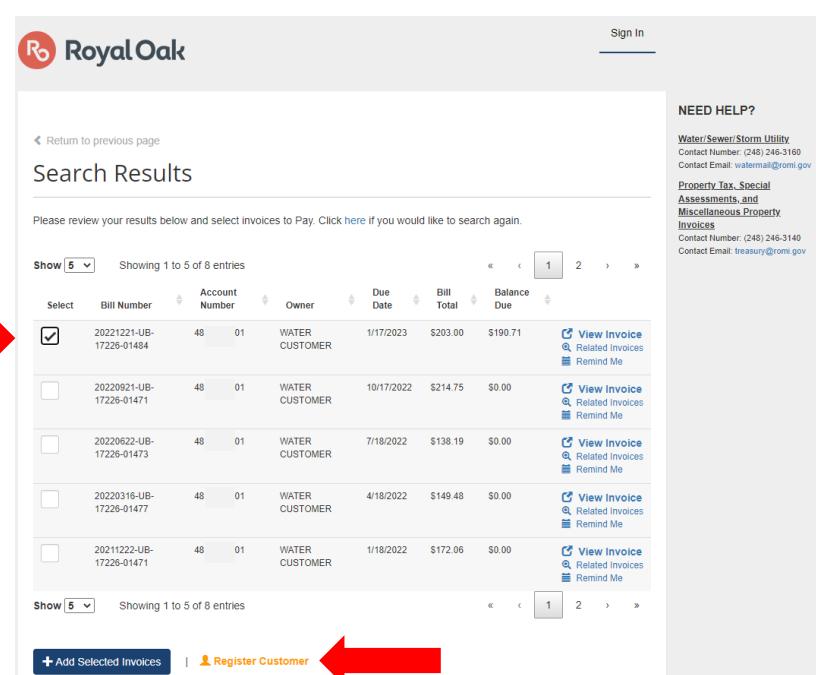
1- Go to www.invoicecloud.com/royaloakmi and click the blue “Water and/or Sewer” button. If you have already created an account for this site, Sign in and then skip to step 5.



2- Enter your account number (_____01, can be found on the quarterly bill) and click “Search invoices”



3- Click on the top invoice checkbox, then click on the orange “Register Customer” below.



How to Enroll in AutoPay for your Water / Sewer Account

4- Enter your email and choose a password, then click on the blue “Complete Registration” button. Be sure to note your new password (OPTIONAL: Paperless billing is checked by default when this screen loads. If you would like to continue to receive paper bills, uncheck the “I would like to sign up for Paperless” box).

Royal Oak

Return to previous page

Register

Please fill out this form to complete your registration. All required fields are marked with a *.

[Click here for information on linking accounts together.](#)

Account Number *
602 01

Email Address *
WATERMAIL@ROMI.GOV

Confirm Email Address *
WATERMAIL@ROMI.GOV

Create Password *
Create Password

Confirm Password *
Confirm Password

I would like to sign up for Paperless

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. [Click to view Terms and Conditions](#).

[Complete Registration >](#)

NEED HELP?

Water/Sewer/Storm Utility
Contact Number: (248) 246-3160
Contact Email: watermail@romi.gov

Property Tax, Special Assessments, and Miscellaneous Property Invoices
Contact Number: (248) 246-3140
Contact Email: treasury@romi.gov

5- From the “Your Accounts At A Glance” page, click on the “AutoPay” button.

Royal Oak

Your Accounts At A Glance

I Want To...

[Pay My Invoices >](#)

[Manage My Accounts >](#)

AutoPay Not Enrolled >

Paperless Enrolled >

Pay By Text Not Enrolled >

NEED HELP?

Water/Sewer/Storm Utility
Contact Number: (248) 246-3160
Contact Email: watermail@romi.gov

Property Tax, Special Assessments, and Miscellaneous Property Invoices
Contact Number: (248) 246-3140
Contact Email: treasury@romi.gov

6- Click on the blue text “Please add a new Payment Method before signing up for AutoPay...”

Royal Oak

AutoPay

Manage

[View Fees Disclosure](#)

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

[Please add a new Payment Method before signing up for AutoPay by clicking here.](#)

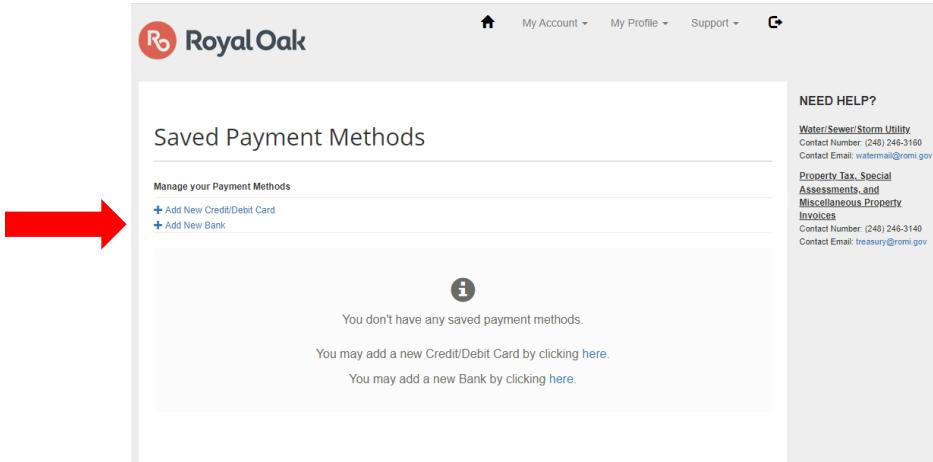
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Contact Number: (248) 246-3140
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How to Enroll in AutoPay for your Water / Sewer Account

7 – AutoPay can be set up with Credit/Debit card, or via Bank Account. **PLEASE NOTE:** Credit/Debit cards are subject to additional service fees, and have a \$400 transaction limit. It is recommended that you use a Bank Account for AutoPay.



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Saved Payment Methods

Manage your Payment Methods

- + Add New Credit/Debit Card
- + Add New Bank

You don't have any saved payment methods.

You may add a new Credit/Debit Card by clicking [here](#).

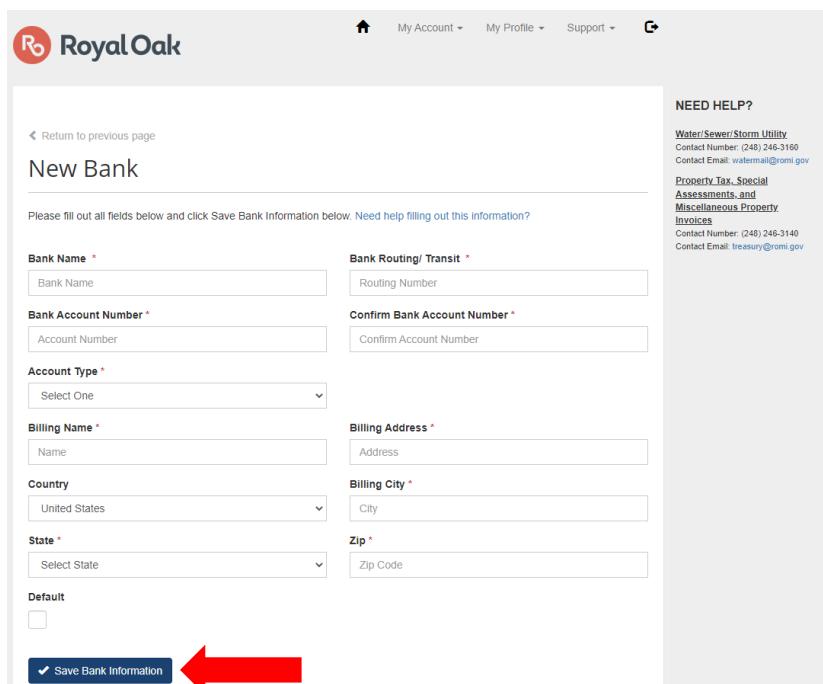
You may add a new Bank by clicking [here](#).

NEED HELP?

Water/Sewer/Storm Utility
Contact Number: (248) 246-3160
Contact Email: watermail@romi.gov

Property Tax, Special Assessments, and Miscellaneous Property Invoices
Contact Number: (248) 246-3140
Contact Email: treasury@romi.gov

8 – Carefully add your account details, then Click on “Save Bank Information”



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New Bank

Please fill out all fields below and click Save Bank Information below. [Need help filling out this information?](#)

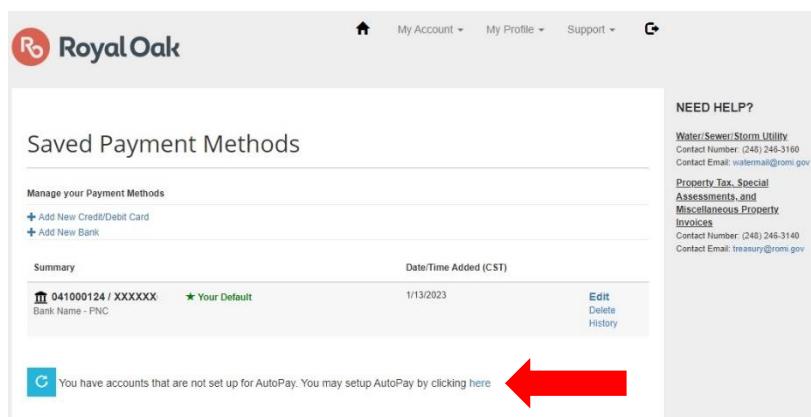
Bank Name * Bank Routing/ Transit *
Bank Account Number * Confirm Bank Account Number *
Account Type *
Billing Name * Billing Address *
Country Billing City *
State * Zip *
Default
 ←

NEED HELP?

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9 – Once the account information has been saved, click the “setup AutoPay” link



RoyalOak

Saved Payment Methods

Manage your Payment Methods

- + Add New Credit/Debit Card
- + Add New Bank

Summary	Date/Time Added (CST)
041000124 / XXXXXX ★ Your Default Bank Name - PNC	1/13/2023

C You have accounts that are not set up for AutoPay. You may setup AutoPay by clicking [here](#) ←

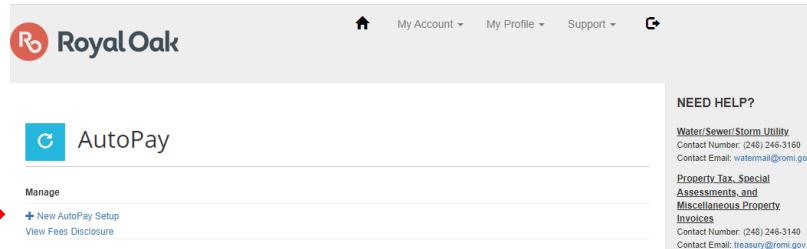
NEED HELP?

Water/Sewer/Storm Utility
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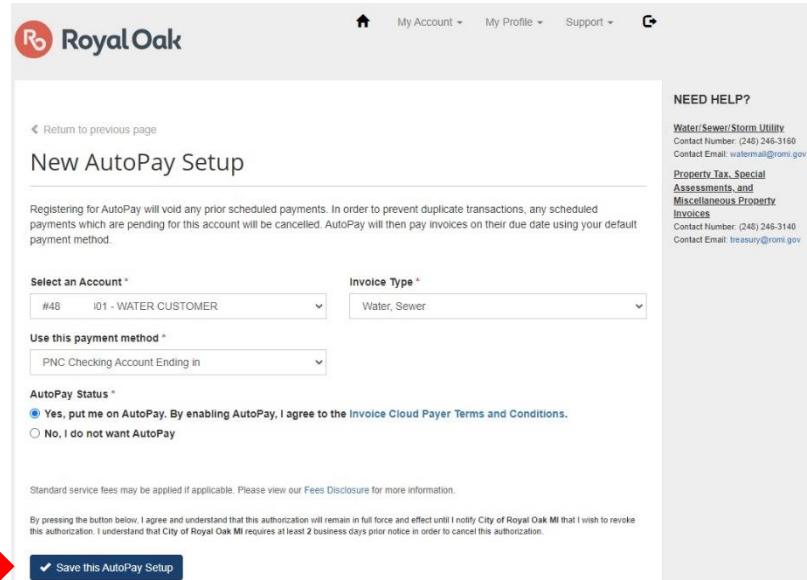
Property Tax, Special Assessments, and Miscellaneous Property Invoices
Contact Number: (248) 246-3140
Contact Email: treasury@romi.gov

How to Enroll in AutoPay for your Water / Sewer Account

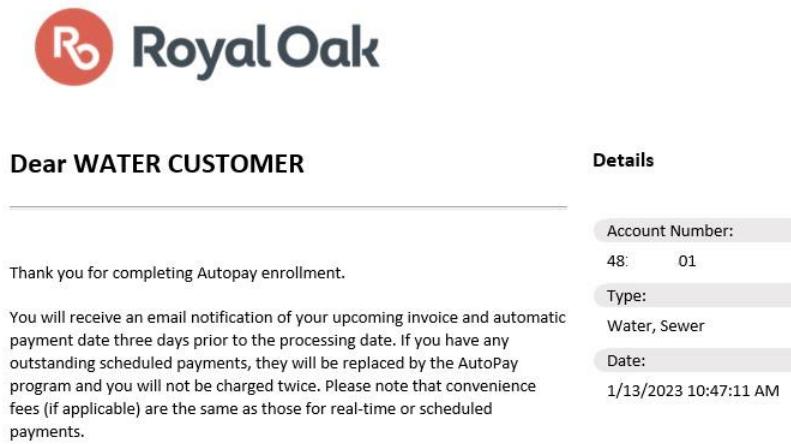
10 – Click on “New AutoPay Setup”



11 – Confirm the account details, then click on “Save this AutoPay Setup”



12 – AutoPay is now active. An email confirmation will be sent to you.



13 – The AutoPay can be managed through your invoicecloud.com account. It can be changed, suspended, or terminated via the website.

14 – **MOVING OUT?** Be sure to terminate the AutoPay if selling your property / your lease ends.