1. Sign into your PDST account
2. Go to **My Account** THEN **Setup Auto Pay**
3. Click the "Current Payment Method" drop down and select either **Automatically charge BANK ACCOUNT below**
4. Click the **Edit** link to the right of the **"Bank Account on File"**
5. Fill in the bank account **(9 digit routing number and the account number)** – see picture below
6. Click **Save Changes**

