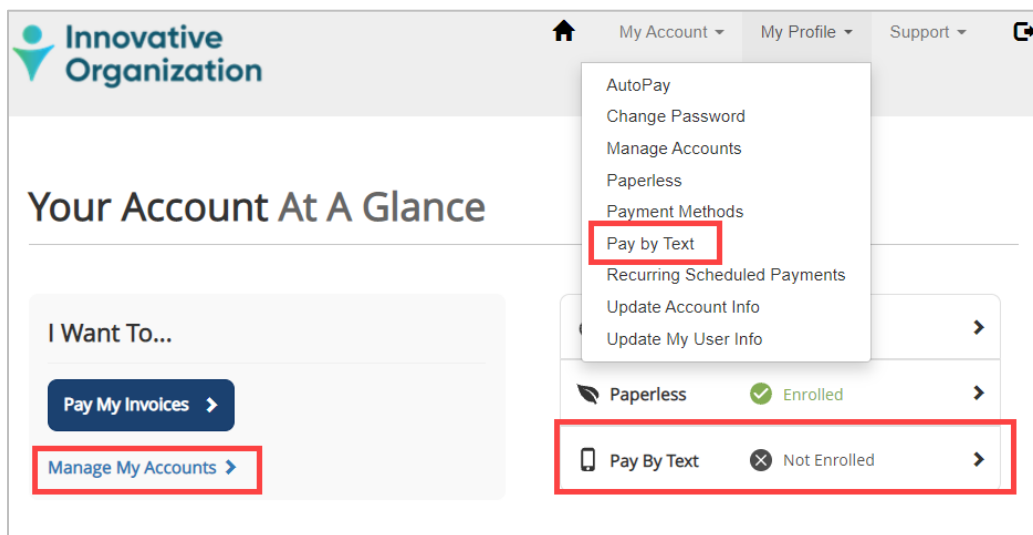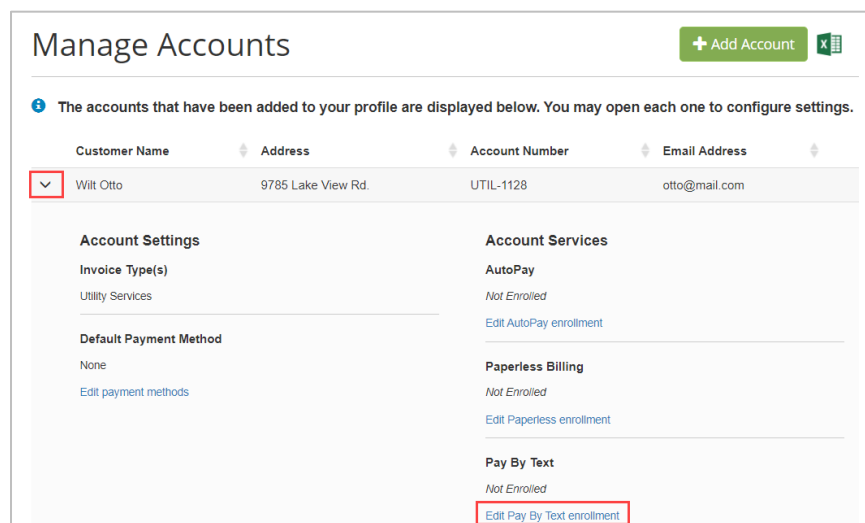# Pay by Text Registration

The Pay by Text feature is the fastest growing payment method for registered customers. This feature allows your customers to conveniently pay their bill by answering with an **OK** and a **Pay** command if they wish to pay with their saved payment method. The customer is also provided with a link to access the virtual site right on their mobile device to complete the payment. Registration is a quick two-step process.

How to Register for Pay by Text:

1. From the Customer Portal the registered user selects the **>** icon to the right of **Pay by Text** or from the **My Profile** menu at the top of the screen they can select **Pay by Text**.

Or the user can access the Pay by Text page by selecting **Manage My Accounts**. From the list of users, select the one to add Pay by Text by clicking on the arrow to the left of the name and then **Edit Pay by Text enrollment**.

Updated 12/29/2021

2. From the **Pay by Text** page the user selects, the check box next to **Sign up for Pay by Text.**

3. The user enters their mobile phone number including area code and clicks on **Save my changes.**

4. The user receives confirmation that the record has been successfully updated and the user is instructed to check their mobile phone to complete the registration process. The user can select **Resend TEXT** to have the text resent to their phone. They can also cancel the registration by selecting the link at the bottom of the screen: ***You may cancel this registration by clicking here.***

📱 **Pay by Text**

Your Accounts

#UTIL-1128 - Wilt Otto

Your information has been updated successfully.   ✕

🚩 **Please check your mobile phone and read the details in order to complete the registration process.**

Registered Phone Number *

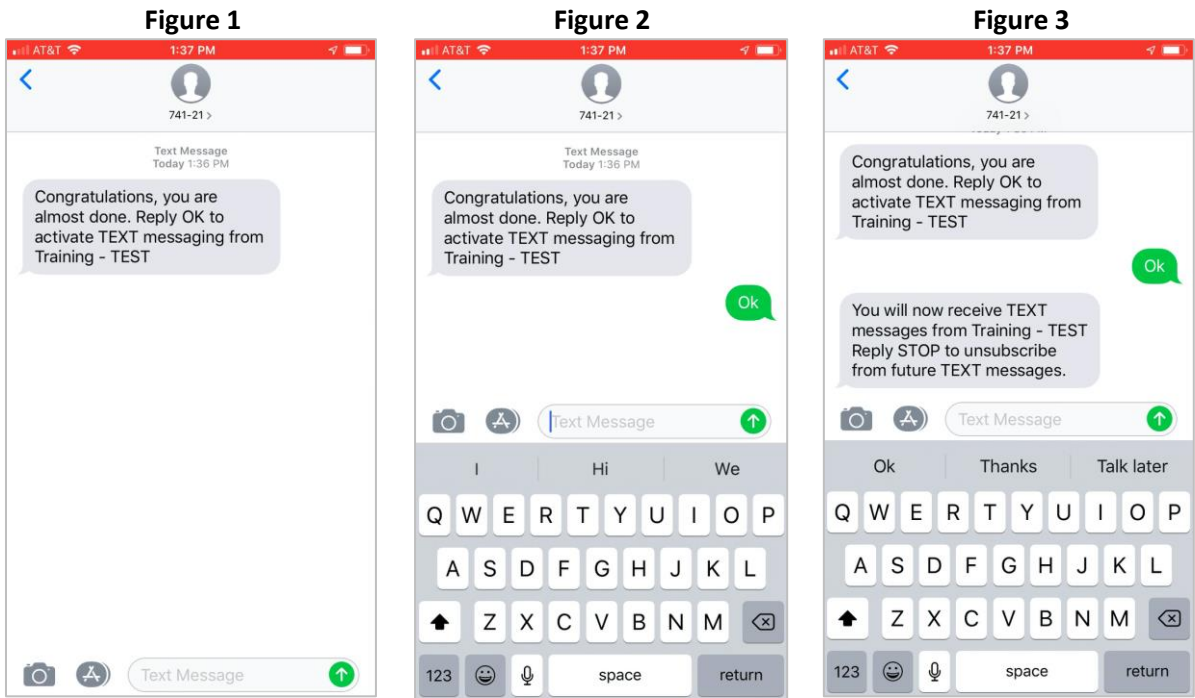| 813 | - | 526 | - | 3211 |

Message and data rates may apply. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud. Text HELP for more information.
Message frequency varies. Contact customer support at (901) 123-4567. T-Mobile is not liable for delayed or undelivered messages.
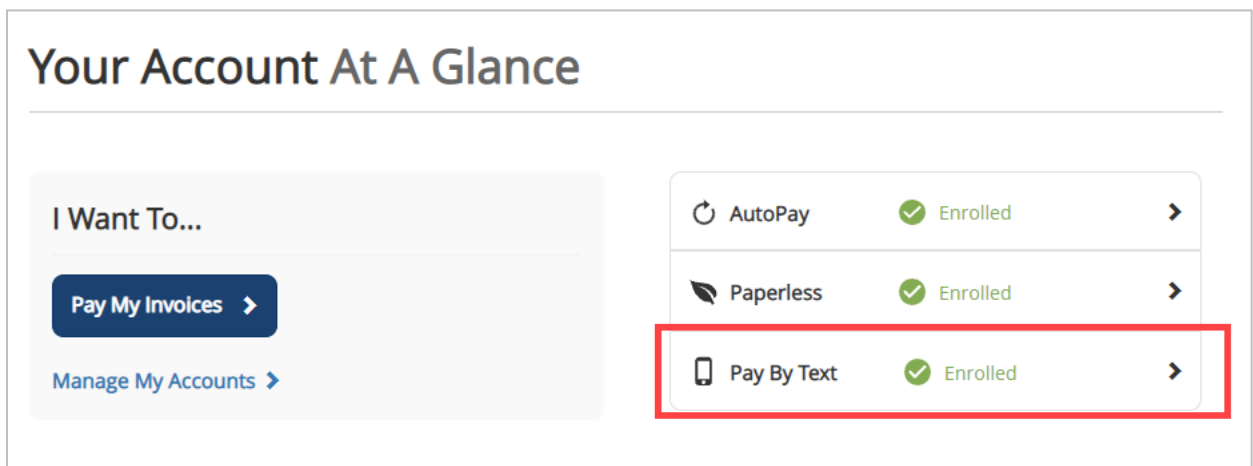
Resend TEXT

You may cancel this registration by clicking here.

5. After the user enters their mobile phone number on the **Customer Portal,** from their mobile phone they will complete the registration by responding to text displayed in Figure 1 below. The user types in **OK** as shown in Figure 2. When the user receives the response shown in Figure 3, the **Pay by Text** registration is complete.

Figure 1	Figure 2	Figure 3

6. The **Customer Portal** dashboard shows the green check confirming the user's **Pay by Text** registration.

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Cancelling Pay by Text

1. Users can cancel Pay by Text by selecting **Pay by Text** from the dashboard or by selecting **Pay by Text** from the **My Profile** menu. The **Pay by Text** page appears, and the user selects the cancellation link and they are now unenrolled in Pay by Text.

Pay by Text

Your Accounts

#UTIL-1128 - Wilt Otto

Registered Phone Number *

813 - 526 - 3211

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Resend TEXT

You may cancel this registration by clicking here.