

# Auto-Pay Setup Guide

1. Go to our website: [www.mdr.com](http://www.mdr.com)
2. Choose your Service Area and click "Make a Payment"

## Find Your Service Area:

CONCORD

PITTSBURG

OAKLEY

RIO VISTA

BAY POINT

BETHEL, BRENTWOOD & KNIGHTSEN

DISCOVERY BAY

DEBRIS BOXES

RECYCLING CENTER & TRANSFER STATION

3. Enter your log in information if you are already registered.

Online Bill Payment & Account Inquiry



**Mt. Diablo Resource Recovery**  
reduce • reuse • recycle • respect • recover  
*A Garaventa Company*

Thank you for letting us serve you!



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Welcome to Mt Diablo Resource Recovery's Secure Online Bill Pay.



**Are you a new user?**

Click on the button below to register now!

Please have your customer number and access code ready.

Register Now

Please enter your e-mail address and password to sign into your account.

Enter E-Mail:

E-Mail Address

Enter Password (Case Sensitive):

Password

Sign In

Forgot your password?

Click on the button below to reset it.

You will be asked to provide the e-mail address you use to log in.

Reset Password

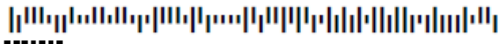

4. If you are new user, click on Register Now (please have your Customer Number and Access Code ready) you will find this information on your monthly statement. If you have already signed up then go to step #6.



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*A Garaventa Company*

www.mdr.com  
(925) 682-9113  
P.O. BOX 5397  
CONCORD, CA 94524-0397

13238 1 AV 0.426 39/358 013270 0001:0001

## STATEMENT

Page 1

**STATEMENT DATE:** 4/15/22 **SERVICE**

**ADDRESS:** 3950 HIDDEN GROVE LN

**PURCHASE ORDER #:**

**ACCOUNT NUMBER:** XX-XXXXXXX ←

**ONLINE ACCESS CODE:** XXXXXXX ←

**SERVICE PERIOD:** APRIL 15 - MAY 14, 2022

**CURRENT BALANCE DUE BEFORE:** 5/14/22

Date	Description	Qty.	Rate	Total
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5. Please fill in all the required information and hit Register Now.

**Online Bill Pay Registration**

Please enter the customer number and access code found on your statement or invoice.

Customer Number:  -  -

**Customer Number Entry Instructions**

If your account number appears on your bill like: 01-125

-  -

If your account number appears on your bill like: 01-125-4 or 01-125 4

-  -

Access Code:

E-Mail Address:

Confirm E-Mail Address:

Password:

Confirm Password:

→

6. Click the User Options button then scroll down and select Payment Methods.



→

CONCORD, CA 94520 \$0.00

Show  entries

Date	PDF	Description	Amount
15-Aug-2018		STATEMENT BALANCE 08-15-18	
16-Jul-2018		STATEMENT BALANCE 07-16-18	
15-Jun-2018		STATEMENT BALANCE 06-15-18	
15-May-2018		STATEMENT BALANCE 05-15-18	
15-Apr-2018		STATEMENT BALANCE 04-15-18	

7. The following box will then appear, click Add.

**Payment Methods**

**Below are the current payment methods you have saved for your account.  
From here you can add a new payment method or remove those you no longer wish to use.**

**There are no payment methods associated with your username.**

→

8. Fill in the required information, including selecting the type of account that will be used for auto-pay. Be sure to check the Terms and Conditions box and then click Add Payment.

**Add A Payment Method**

**Please enter the account information below.**

**First Name:**  **Mid. Init:**


**Last Name:**

**Billing Address (Line 1):**

**Billing Address (Line 2):**

**City:**

**State:**  **Zip Code:**

**Account Type:**  

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**Credit Card Number:**  **Security Code:**

**Expiration Month:**  **Expiration Year:**

→  I agree to the [Terms and Conditions](#)

→

10. The following box will reappear with your new auto-pay account information appearing in the yellow box. At this time, to go paperless, you can sign up for E-Bill Notifications and turn off the Printed Bill option. Once you have verified that the information is correct, hit submit.

**Billing Options (01-79791)**

**Please choose how you wish to receive your bills**

<b>E-Mail Notifications</b>	<input checked="" type="checkbox"/> On	?
<b>E-Mail Notifications With Bill Attached</b>	<input type="checkbox"/> Off	?

**Billing E-Mail Address:**

E-Mail Address

Billing E-Mail Address Is Required

<b>Printed Bill</b>	<input type="checkbox"/> Off	?
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<b>Automatic Payments</b>	<input checked="" type="checkbox"/> On	?
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**\*\*PLEASE NOTE\*\*:** Automatic bill pay will NOT be applied to services already invoiced. Automatic bill pay will apply to *FUTURE* billing only.

**VISA**

Test Acct  
3950 Hidden Grove Ln  
Concord, CA 94519  
Expires: 08/22  
xxxx-xxxx-xxxx-2144

[Modify](#)

[Cancel](#)      →      [Submit](#)

Thank you for choosing Auto-Pay! Please note, Auto-Pay will only take effect on future payments. Please make a one-time payment for current/existing balances.