

Changing the payment information on your account does not affect your Autopay. If you would like to make changes to your Autopay, please contact the Finance Department at (530) 757-5651.

- Procedures for changing your Credit Card Autopay information: (with a link to a page detailing the following)

Step 1 - Contact the Finance Department at (530) 757-5651 to unlock your Autopay.

Step 2 - Go to: <https://egovpaci.aspgov.com/davic2gcx/>

Access your Account ID and Password.

Click the "Make Payment" button to the left.

Click on the "On Demand" button.

Click the "Remove" and remove the old credit card information.

Click the "Add" button and add the new credit card information.

Once you have completed these functions, click the "Return" button and you will be directed back to the main page.

Step 3 - Click the "Autopay" button to the left.

Click the "Disable" button to the left and remove your current payment information. Continue until it states you are no longer enrolled in Autopay.

Click the "Enroll" button to the left and select the payment type you will be adding. The system will auto populate with the information you provided through the "Make Payment" process. Complete the process until it states you are enrolled.

Step 4 - Important – Once you have completed this process, please contact the Finance Department at (530) 757-5651 to lock in your Autopay for processing.

- Procedures for changing your ACH Autopay information: (with a link to the page detailing the following)

Step 1 - Contact the Finance Department at (530) 757-5651 to unlock your Autopay.

Step 2 - Go to: <https://egovpaci.aspgov.com/davic2gcx/>

Access your Account ID and Password.

Click the "Autopay" button to the left.

Click the "Disable" button to the left and remove your current payment information. Continue until it states you are no longer enrolled in Autopay.

Click the "Enroll" button to the left and select the payment type you will be adding. You will be prompted to provide you ACH information. Complete the process until it states you are enrolled.

Step 3 - Important – Once you have completed this process, please contact the Finance Department at (530) 757-5651 to lock in your Autopay for processing.