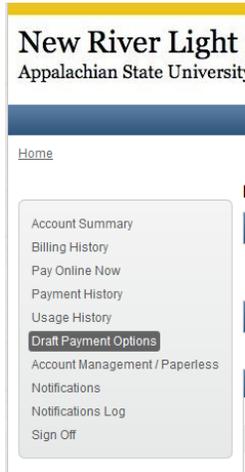


## How to Set Up Draft Payments

If you have not already registered your NRLP Online Profile, please visit the “How To” section of our website for instructions. <https://nrlp.appstate.edu/how-tos>.

Once you have registered online, login, and choose Draft Payment Options from the Menu on the left.

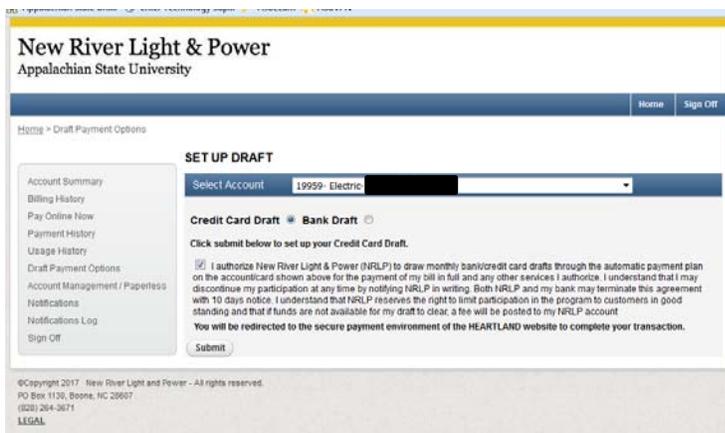


This will take you to the Set Up Draft screen.

Choose the account you wish to set up from the dropdown. Customers with multiple accounts will need to set up each account separately.

Choose the type of draft you wish to set up by clicking the radio button next to your choice.

### Credit Card Draft Set Up



Choose the radio button next to Credit Card Draft. Click the authorization box, and click Submit.

This will redirect you to our payment processor, Heartland Payment Services, to complete draft set up.

Click on Create Credit Card Payment Source to continue. Cancel will exit the set up.

New River Light & Power  
Appalachian State University

Payment Source

Create Credit Card Payment Source

Cancel

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New River Light & Power  
Appalachian State University

Credit Card Billing Information

\* - Required Field

First Name

Middle Initial

Last Name New River Light and Power

Billing Address P O Box 1130

Country United States

State North Carolina

City Boone

Postal Code 28607

Phone US +1 820543671

Email Address @appstate.edu

Retype Email Address @appstate.edu

Cancel Back Next

Payment Information

Verification

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Customer information on file will populate. Edit or add any required fields. Click Next.

New River Light & Power  
Appalachian State University

Credit Card Billing Information

Payment Information

\* - Required Field

Credit Card Number  VISA DISCOVER

Expiration Date Month Year

Name on Card

Card Verification Number

PAYMENT TERMS AND CONDITIONS

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my payment is in accordance with the rules and conditions of the merchant business and card issuer.

I agree to the terms and conditions.

Cancel Back Next

Verification

Heartland [Privacy Policy](#) | [Terms of Use](#)

Enter Card Number, Expiration Date, Name on Card, and Card Verification Number.

Read the terms and conditions section. Click the box agreeing to terms and conditions.

Click Next

Verification

First Name  
Middle Initial  
Last Name  
Payor Address  
City  
Country  
State  
Postal Code  
Phone  
Email Address

New River Light and Power  
P O Box 1130  
Boone  
United States  
North Carolina  
28607  
US +1 (828)264-3671  
wlcweb@appstate.edu

Credit Card Number  
Expiration Date  
Name on Card  
Card Verification Number

xxxxxxx  
xx/xx  
xx  
xxx

Cancel Back Create Payment Source

Verify information. Click Back if you need to edit information. Once information is correct, click Create Payment Source.

New River Light & Power  
Appalachian State University

Home Sign Off

Home - Draft Payment Options

SET UP DRAFT

Select Account 19959 - Electric

Credit Card Draft Bank Draft

Here is your current draft information:

Account	Draft Type	Draft Account
19959	Token - Credit Card	*****

Remove Current Draft Options

I authorize New River Light & Power (NRLP) to draw monthly bank/credit card drafts through the automatic payment plan on the accountcard shown above for the payment of my bill in full and any other services I authorize. I understand that I may discontinue my participation at any time by notifying NRLP in writing. Both NRLP and my bank may terminate this agreement with 10 days notice. I understand that NRLP reserves the right to limit participation in the program to customers in good standing and that if funds are not available for my draft to clear, a fee will be posted to my NRLP account.

You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.

Submit

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LEGAL

Once processed, you will see Draft Type "Token-Credit Card" and the last 4 digits of the card listed. Draft is successfully set up.

To remove a Credit Card Draft

New River Light & Power  
Appalachian State University

Home Sign Off

Home - Draft Payment Options

SET UP DRAFT

Select Account 19959 - Electric- 176 Shadowline Dr

Credit Card Draft Bank Draft

Here is your current draft information:

Account	Draft Type	Draft Account
19959	Token - Credit Card	*****

Remove Current Draft Options

I authorize New River Light & Power (NRLP) to draw monthly bank/credit card drafts through the automatic payment plan on the accountcard shown above for the payment of my bill in full and any other services I authorize. I understand that I may discontinue my participation at any time by notifying NRLP in writing. Both NRLP and my bank may terminate this agreement with 10 days notice. I understand that NRLP reserves the right to limit participation in the program to customers in good standing and that if funds are not available for my draft to clear, a fee will be posted to my NRLP account.

You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.

Submit

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From the Set Up Draft screen:

Click the "Remove Current Draft Options" box.

Click the authorization box.

Click Submit.

Once the draft is removed, this screen will return to its original state, with no draft payment options displayed.

New River Light & Power  
Appalachian State University

Home Sign Off

Home » Draft Payment Options

**SET UP DRAFT**

Select Account 19999- Electric

Credit Card Draft  Bank Draft

I authorize New River Light & Power (NRLP) to draw monthly bank/credit card drafts through the automatic payment plan on the accountcard shown above for the payment of my bill in full and any other services I authorize. I understand that I may discontinue my participation at any time by notifying NRLP in writing. Both NRLP and my bank may terminate this agreement with 10 days notice. I understand that NRLP reserves the right to limit participation in the program to customers in good standing and that if funds are not available for my draft to clear, a fee will be posted to my NRLP account.

**You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.**

Submit

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## Bank Draft Setup

New River Light & Power  
Appalachian State University

Home Sign Off

Home > Draft Payment Options

**SET UP DRAFT**

Select Account 19959- Electric- 176 Shadowline Dr

Credit Card Draft  Bank Draft

Financial Institution Name ABC Bank

ABA Routing Number 012345678

Account Type Checking

Bank Account Number 9876543210123

I authorize New River Light & Power (NRLP) to draw monthly bank/credit card drafts through the automatic payment plan on the account/card shown above for the payment of my bill in full and any other services I authorize. I understand that I may discontinue my participation at any time by notifying NRLP in writing. Both NRLP and my bank may terminate this agreement with 10 days notice. I understand that NRLP reserves the right to limit participation in the program to customers in good standing and that if funds are not available for my draft to clear, a fee will be posted to my NRLP account.  
You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.

Submit

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Choose the radio button next to Bank Draft. Enter the name of your financial institution, the ABA Routing Number, choose the Account Type (savings or checking), and your bank account number.

Click the authorization box, and click Submit.

New River Light & Power  
Appalachian State University

Home Sign Off

Home > Draft Payment Options

**SET UP DRAFT**

Select Account 19959- Electric [REDACTED]

Credit Card Draft  Bank Draft

Financial Institution Name [REDACTED]

ABA Routing Number [REDACTED]

Account Type Checking

Bank Account Number [REDACTED]

Remove Current Draft Options

Submit

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Once processed, banking information will appear listed on the Set Up Draft page.

## To Remove Bank Draft

New River Light & Power  
Appalachian State University

Home Sign Off

Home > Draft Payment Options

**SET UP DRAFT**

Select Account 19959- Electric [REDACTED]

Credit Card Draft  Bank Draft

Financial Institution Name [REDACTED]

ABA Routing Number [REDACTED]

Account Type Checking

Bank Account Number [REDACTED]

Remove Current Draft Options

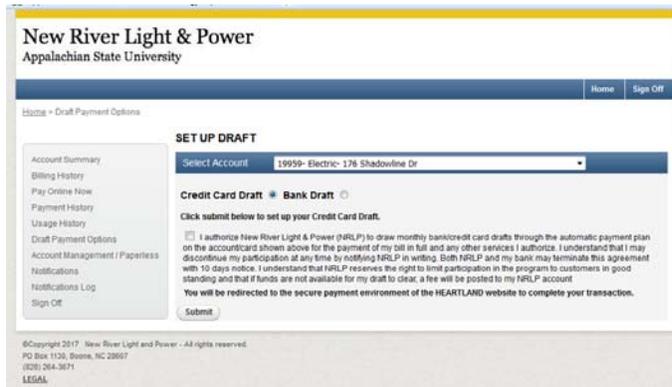
Submit

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Click "Remove Current Draft Options" box.

Click Submit.

Once the draft is removed, this screen will return to its original state, with no draft payment options displayed.



If you have questions or problems with draft set up or removal, please call our office at 828-264-3671 and choose option 5 from the main menu.