

To pay a utility bill:

- 1) Select "Utility Billing" in the right-hand navigation.
- 2) Enter your account number and customer ID. You can find these in the upper right-hand corner of your bill. Your account number will be the first seven digits before the dash. Your CID number will be the last six digits after the dash. If you are using a personal, private device, you can click the box to "Remember these values" for the next time you pay your bill.
- 3) Click "Search."
- 4) You should now see a screen that contains your account information.
- 5) In the right-hand column, click on "Manage Bills." The text should be in green.
- 6) This will take you to a list of your outstanding bills. You can click on "Bill details" in the right-hand column to look at information specific to each bill.
- 7) If you have more than one bill, you can select which bill you want to pay by checking or unchecking the box in the far left-hand column.
- 8) After you have selected which bills to pay, click on the "Pay" button.
- 9) Select and calculate the payment amount and click "Continue."
- 10) Enter your payment information and click "Continue."
- 11) Enter your billing address and contact information. If you want to receive an email confirmation of your payment, make sure to include your email address. If you are using a personal, private device, you can click the box to "Remember these values" for the next time you pay your bill. Click "Continue."
- 12) Review your payment information, payment method and billing information. If everything looks good, click "Submit." After you have clicked submit, you will be redirected to a confirmation page.

To pay a general bill:

- 1) Select "General Billing" from the right-hand navigation.
- 13) Enter your Customer Name and Number **as they appear on your bill**. If you are using a personal, private device, you can click the box to "Remember these values" for the next time you pay your bill.
- 2) Click "Search."
- 3) This will take you to a list of your outstanding bills. You can click on "Details" in the right-hand column to look at information specific to each bill.
- 4) If you have more than one bill, you can select which bill you want to pay by check or unchecking the box in the far left-hand column.
- 5) After you have selected which bills to pay, click on the "Pay selected bills" button.
- 6) Select and calculate the payment amount and click "Continue."
- 7) Enter your payment information and click "Continue."
- 8) Enter your billing address and contact information. If you want to receive an email confirmation of your payment, make sure to include your email address. If you are using a personal, private device, you can click the box to "Remember these values" for the next time you pay your bill. Click "Continue."

- 9) Review your payment information, payment method and billing information. If everything looks good, click "Submit." After you have clicked submit, you will be redirected to a confirmation page.