Select one-time payment

Input customer number here

Input location number here

Select pay
Note informing you about the max payment allowed.

As always, the running balance will automatically be in the payment amount. If you wish to pay a different amount, they can backspace and input at this time.

*Please note that if an account is enrolled into autopay, the running balance/payment amount will show as $0.00

Once the amount has been inputted/verified, select continue.
A new tab will open and this brief message will show until the Paymentus site loads.

You can select **credit card** if they wish to pay with Visa, MasterCard or Discover.

Or select **debit card** if they wish to pay with Visa Debit or MasterCard Debit.
Customers should verify the payment amount, Paymentus fee and the total amount that will show on their card statement.
Verify payment amount, the amount that will be applied to your utility account.

Please take note of the Paymentus fee, which is the processing fee Paymentus will charge.

Total amount will be the amount that you will see on your statements as totaled paid.

Select to agree with the Terms and Conditions.

Then select pay.

A brief submitting payment screen will show...
You will see the payment receipt of their transaction and will have an option of printing it if they wish to do so for their records.

You can close out their browsers or select close.
If you chose “close”, then select yes to close the tab