Select one-time payment

Input customer number here

Input location number here

Select pay
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.

Select the e-check option.
Select **checking** or **savings** depending on the customer.
Input the **routing number**

Input **bank name**

Select to **authorize ach payment**

Input **account number**

Input **account holder name**
Select continue
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

Select pay

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

Select pay
Customers can either select **print** to print out a copy of their receipt or select **close** to exit out of the window.