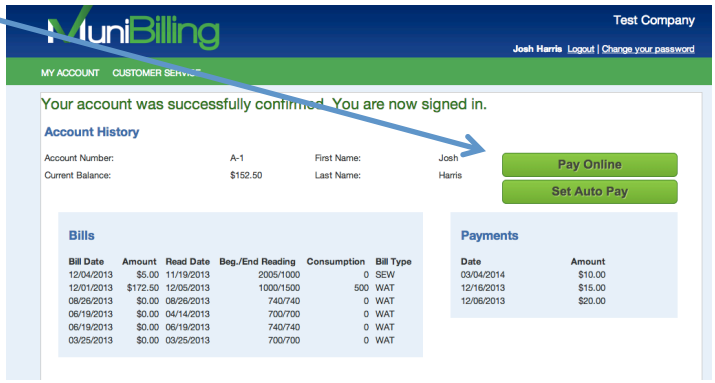
MUNIBILLING

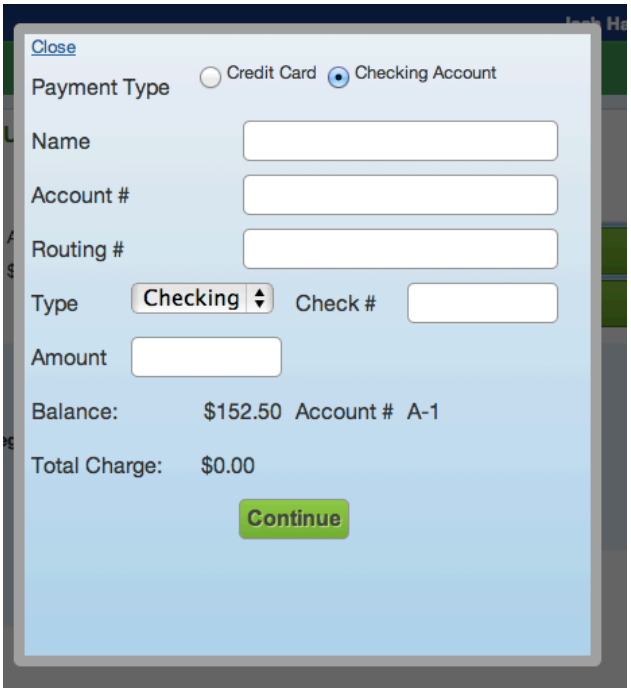
Making an Online Payment – Logged In Customer

How to add an individual credit card payment.

Once signed into your online account:

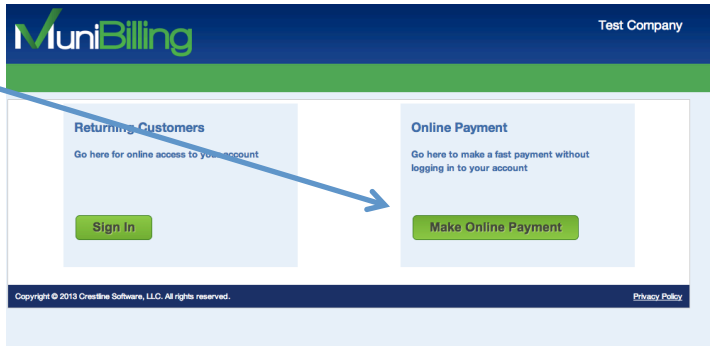
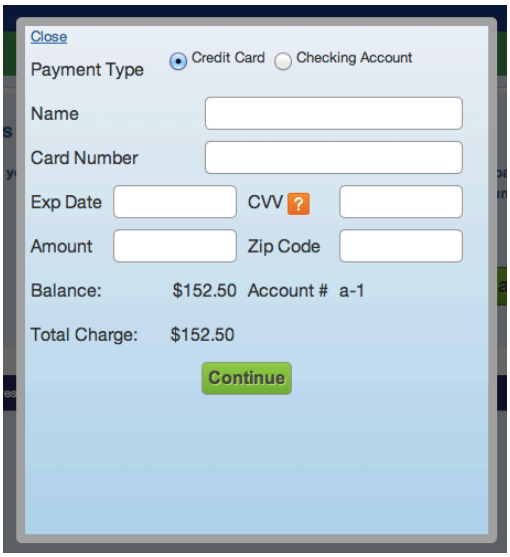
1. Click Pay Online
2. Enter payment information
   a. If using a credit card, enter all credit card information.
   b. If paying with a checking account, change Payment Type to Checking Account. Then enter all checking account information.
3. Click Continue.
4. When payment finishes processing, a confirmation number will display.





MUNIBILLING

Making an Online Payment – Non-Logged In Customer

How to add an individual credit card payment for a customer that either does not have an online account, or chooses not to log-in. This method will not show their customer balance.

1. Click Make An Online Payment
2. Enter the Account Number and Last Name associated with the account. Click Find Account.
   a. When the Name and Service Address for your account appear, click Click Here
   b. If you see 'Account Not Found', make sure you have the correct Account Number and Last Name entered.
3. Enter payment information
   a. If paying with a credit card, enter all credit card information.
   b. If paying with a checking account, change Payment Type to Checking Account. Then enter all checking account information.
4. Click Continue
5. When payment finished processing, a confirmation number will display.