



Pay Your Bill

Overview

The My Account site makes it easy for you to pay your bill. You can pay your entire balance due, make a partial payment, or pay a specific amount, for one account or several. You can use a stored payment method, or add additional ones you can use one time or save them for future use.

Pay Your Bill

1. On the homepage, click the **Billing & Payments** tab.



2. Click the **Billing & Payments** link in the far left menu.

The Billing and Payments screen appears.

3. Determine the amount you wish to pay and select the corresponding item:

- **Total Due:** The default selection that will automatically be checked.

- **Past Due:** This option allows you to pay only the amount past due and not the amount currently due. This option will not appear if you do not have a past due amount.
- **Other Amt:** This option allows you to set the amount of your payment. Click the **Make a Payment** field and enter the amount you want to pay.

4. Click the **Pay Now** button.

The Payment Summary page appears.

5. Select a payment option:

Pay with a Stored Account

Note: This option only appears if there is a payment method already stored.

- a. Select the **Pay with a Stored Account** option.
- b. Select a stored payment method from the drop down menu. (Credit or debit cards will require you to enter the Card Verification Code.)

Web

- c. Click the **Make Payment** button.

The Payment window appears.

- d. Review the payment information and click the Submit button.



A confirmation appears indicating your payment was successful.

- f. Click the **Close** button.

The Receipt Request window appears.

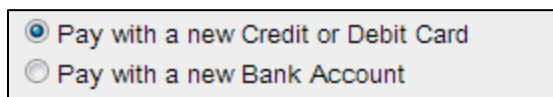
- g. If desired, you can print or email yourself a receipt by clicking the appropriate button.



- h. Click the **Close** button to return to the Billing & Payments screen.

Pay with a New Card or Bank Account

- a. Select the new payment type option: **Pay with a new Credit or Debit Card** or **Pay with a new Bank Account**.

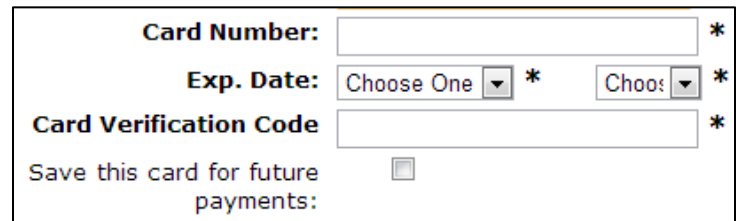


Pay with a new Credit or Debit Card
 Pay with a new Bank Account

- b. Click the Make Payment button.

The Payment screen displays.

- c. Enter information in the required fields, marked with an asterisk (*).



Card Number: *
Exp. Date: Choose One ▾ * Choose ▾ *
Card Verification Code *
 Save this card for future payments:

- d. If desired, tap the **Save [payment method] for future payments** checkbox to store this payment method for future use. Rest assured your information is securely stored in accordance with credit card industry data security standards.

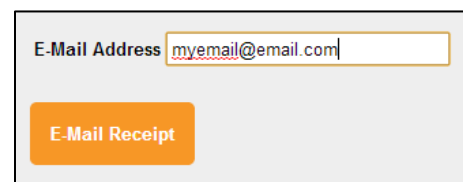
- e. Once satisfied with your entries, tap the **Continue** button at the bottom of the form.

A payment confirmation screen appears.

- f. Review the payment information and click the **Submit** button.

A confirmation screen appears indicating your payment has been processed.

- g. If desired, you can print or email yourself a receipt by clicking the appropriate button.



E-Mail Address

- i. Click the **Close** button to return to the home page.