Online Bill Pay Quick Start Guide

New Users

New users who wish to register will click the Register button on the right side of the blue box to begin the registration process.

Registered Users

Registered users may login using their username, their registered email address, and password on the left side of the blue box.

*Users who wish to pay their bills without registering* may use the QuickPay option and click on the "Pay Bill Without Logging In" button just below the blue box.

1. To **register** first time users are required to enter first name, last name, and email address. Close window.

2. **Login** to email to access temporary password link. Once password has been reset. Close window.

3. **Access** the Log in section on the main screen. Enter username and password.
Link Bills

At your first login or if you have no linked bills you will need to link a bill to your Online Bill Payment account.

Select Type of Bill

Select the type of bill that you would like to link to your account by selecting the Utility Bill link.

You can link multiple bills and types to your account.
Utility Bill

When you selected the Utility Bill link it displayed a screen that will look like the following image. Enter your Account Number as they appear on your bill. Then enter an Alias for this bill that will make it easy for you to remember the bill, examples of an alias would be Water, or just Utilities. Click on the Next button to linking your bill.

![Image of Link Bill screen]

Please verify the information below is correct. Pressing Yes will complete the link.

- **Name**: DOE, JOHN
- **Service Address**: 1001 NAVAHO DR
  - RALEIGH, NC 27609

![Image of Bill Summary]

- **Account Number**: 123456789.00.98
- **Name**: DOE, JOHN
- **Service Address**: 1001 NAVAHO DR
  - RALEIGH, NC 27609
- **Current Bill**: $139.23
- **Past Due**: $0.00
- **Adjustments**: $0.00
- **Penalty**: $0.00
- **Payments**: $231.23
- **Balance Due**: $92.00
- **Due Date**: 2/10/2018
QuickPay Choose Bill

Enter the Account number from your utility bill and then click on the Next button.

Verify name and service address click on the Yes button.

Select Due now, balance due or other amounts and select payment method. American Express, Discover, Master Card, Visa. - Click Check Out

Verification of payment method.

Click Checkout
Enter Card or Checking information to complete transaction.

Total Amount Due: $96.77

* Required
Enter Credit Card Information (*Required Field)

* Name On Card
Card Type
Visa
* Credit Card Number
* Expiration Date
4 2022
* Security Code
* Billing Address
* Billing City
* Billing State
* Billing Zip Code

☐ Send email receipt.
☐ Create a profile using this email address. Temporary password will be emailed.
Email Address

Cancel Submit Payment

For your security, your credit card information does not get stored on this system. 

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