Online Bill Pay Instructions

1. Click on the “BLUE PAY ON-LINE” button
2. Choose your State and subsequent company
3. Choose “Click here for online payment”
4. Follow the payment Instructions
5. If you have not already registered, use: First Time User Register Here

(If you have already registered, please enter your User ID and Password previously set up. If you have forgotten your password: click on the “Forgot Password” link and a new temporary password will be emailed to you, allowing you to re-login. Don’t forget to change your password on the next screen to something you can easily remember, but following the format provided in the instructions on the screen.)

FIRST TIME USERS

1. Enter your First and Last Name as it appears on your sewer bill and a valid email address, enter email address again to verify.
2. Click “Save.” You will see this message: User Registration is Successful. You will receive login information in your email and must have the password supplied in that email to login to the system and pay your bill.
3. Return to the Login screen and enter your User Name (this is your email address) and the temporary password that was sent to you in the email.
4. On the next screen, you will need to change your password to something you can easily remember, but following the format provided in the instructions on the screen.
5. The next screen will require an account number, tenant number, PIN and Alias.
   a. Account Number: The first eleven (11) digits of the account number on your most recent bill, including the decimal point and two numbers that follow.
      i. Example of correct number: XXXXXXXXX.XX
   b. Tenant Number: This is the last two (2) digits of the account number (after the decimal) and will most likely begin with a nine
      i. Example (9X)
   c. PIN Number: Create a four (4) digit number you will remember
      i. Example: XXXX
   d. Alias: Enter your Service Street Address
      i. Instructions: The address where you receive your sewer service
6. When the message: “Your account was successfully linked to your profile” appears on the screen, click CANCEL and you will be taken to the screen displaying your account data, where you can pay your bill.

Should you need to link another account, re-enter your Username and Password, proceed to the next screen and you can click on the “Link Another Account” button. You can then enter the information for the new account (following the above instructions in line 5 above).