



How to manage your bill

Pay Full Balance Due

- Verify the Select/Unselect All check box is selected at the top of the form so all accounts are selected.
- Click the Pay Now hyperlink. Choose how you want to pay:

New Payment Method

- Select Pay with a new Credit or Debit Card or Pay with a new Bank Account.
- If any fees apply, select the check box to accept.
- Click the Make Payment hyperlink. From the Payment Gateway screen, make the following selections:
- Verify your Security Phrase and answer match info from login registration, and if not, contact customer service ASAP.
- Complete required fields for chosen payment method.
- To store this payment method, select the check box near the bottom of the form labeled, "Save this [payment method] for future payments."
- Click Continue.
- Click Submit from the Confirmation dialog box.
- Click Close to close the Confirmation dialog box and return to the Payment screen.

Stored Payment Method

- If any fees apply, select the check box to accept.
- Click the Make Payment hyperlink. The Payment Gateway displays.
- Click Submit. The Confirmation dialog box displays.
- Click Close to close the dialog box and return to the Payment screen.

Pay Partial Balance Due

- Select the account (balances) you want to pay by individually selecting the account check boxes that you want to pay.
- Click the Pay Now hyperlink. Choose how you want to pay:
- Go to the New Payment Method section

OR

- Stored Payment Method section and follow the steps displayed.



Pay Other Amount

- Select the account (balances) you want to pay by individually clicking the account check boxes that you want to pay.
- Select Other Amt option.
- Enter the amount you want to pay in the Make A Payment field.
- Do this for each account you want to pay.
- Click the Pay Now hyperlink. **Choose how you want to pay:**
- Go to the New Payment Method section

OR

- Stored Payment Method section and follow the steps displayed.