

Setting up Your Account within the Bill Payment System

NOTE: There are two ways set up your account within the bill payment system.

- a. Using the “Quick Pay” option – Your account information is not saved for future payments. You will have to enter your Account Number, Last Name/Company Name and Zip Code each time you wish to make a payment. You can only look up and pay for one account at a time.
- b. Using the “Account Management” facility – You may look up, add and save several accounts to your profile.

A. Using the Quick Pay Option

1. Once you access the “WSSC Bill Payment” application, you will see the launch page as indicated in Figure 1. This includes the “Payment Information” box on the left and the “Quick Pay” box on the right.

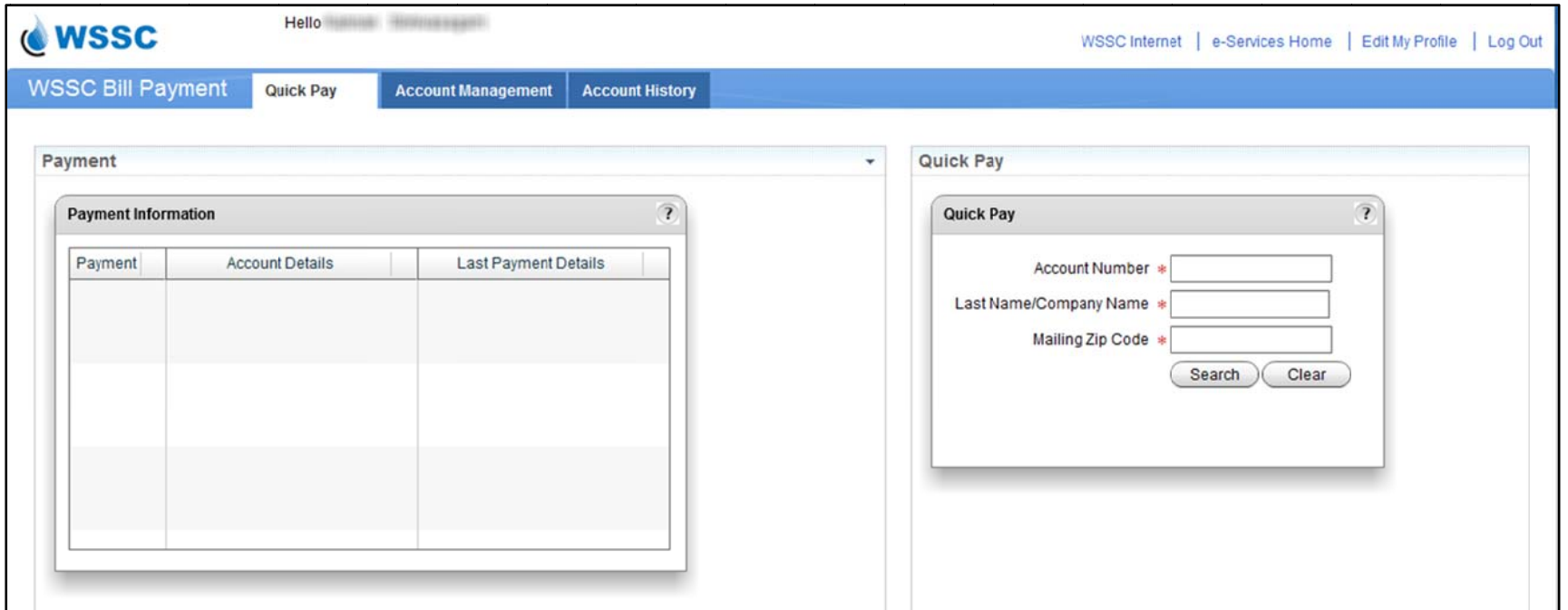


Figure 1: WSSC Bill Payment Launch Page

2. Within the “Quick Pay” box, enter your Account Number, Last Name/Company Name and Mailing Zip Code and click “Search”. See figure 2.

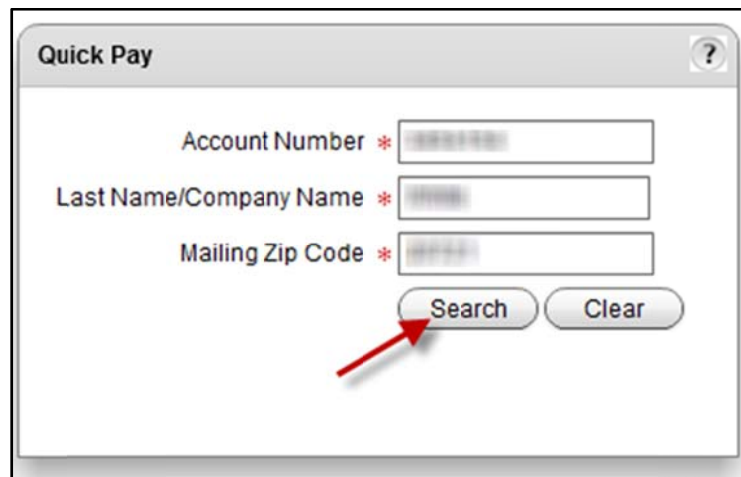


Figure 2: Account Lookup

3. If you have entered the information correctly, your account will appear within the Payment Information box with your balance amount and other relevant information.

| Payment | Account Details | Last Payment Details |
|------------------------------------|--|--|
| <input type="button" value="Pay"/> | Account Number: [REDACTED] Current Balance: \$50.6 Delinquent Amount: \$0.00 | Payment Amount: \$165.66 Payment Date: 12/27/2010 |

Figure 3: Payment Information

4. You may click the “Pay” button within the Payment Information box corresponding to your account to proceed with the bill payment.

B. Using the Account Management Option

1. On the bill payment launch page, click the “Account Management” tab as shown in Figure 4.

WSSC Bill Payment | Quick Pay | **Account Management** | Account History

Payment Information

| Payment | Account Details | Last Payment Details |
|---------|-----------------|----------------------|
| | | |

Quick Pay

Account Number *

Last Name/Company Name *

Mailing Zip Code *

Figure 4: Account Management Tab

2. Enter the Account Number, Last Name/Company Name and Mailing Zip Code for the account you wish to add and click the “Add This Account” button (Figure 5). If your account is added successfully, you will receive a pop-up saying so and the account will appear in a list of successfully added accounts (Figure 6) once you click “OK”. You can repeat this step for each account you wish to manage.

The screenshot shows a 'Manage Accounts' window with three input fields: 'Account Number *', 'Last Name/Company Name *', and 'Mailing Zip Code *'. Below the fields are two buttons: 'Add This Account' and 'Clear'. A red arrow points to the 'Add This Account' button. Below the form is a table with the following structure:

| Account Number | Last Name/Company Name | Zip Code | Delete Account |
|----------------|------------------------|----------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Figure 5: Adding Account

The screenshot shows the 'Manage Accounts' window with the same form as in Figure 5. A 'Message' pop-up is displayed in the center, containing the text 'Account Added Successfully.' and an 'OK' button. The table below the form now contains one row of data:

| Account Number | Last Name/Company Name | Zip Code | Delete Account |
|----------------|------------------------|----------|----------------|
| 12345678 | ABC | 98765 | ✘ |
| | | | |
| | | | |
| | | | |
| | | | |

Figure 6: Account Added Successfully

3. Click the “Quick Pay” tab to get back to the Bill Payment landing page (Figure 7). You will see a list of all the accounts that you added within the Payment Information box (Figure 8). Each account will have a corresponding “Pay” button which you can use to make a payment.

The screenshot shows the WSSC Bill Payment page. The 'Quick Pay' tab is selected and highlighted with a red arrow. The page header includes 'WSSC' and navigation links like 'WSSC Internet', 'e-Services Home', 'Edit My Profile', and 'Log Out'. The main content area shows the 'WSSC Account Management' window, which contains the 'Manage Accounts' form and the table from Figure 6. The table now has two rows of data:

| Account Number | Last Name/Company Name | Zip Code | Delete Account |
|----------------|------------------------|----------|----------------|
| 12345678 | ABC | 98765 | ✘ |
| 12345678 | ABC | 98765 | ✘ |
| | | | |
| | | | |
| | | | |

Figure 7: Quick Pay Tab

| Payment Information | | | |
|------------------------------------|--------------------|------------|--------------------------|
| Payment | Account Details | | Last Payment Details |
| <input type="button" value="Pay"/> | Account Number: | ██████████ | Payment Amount: \$170 |
| | Current Balance: | \$183.63 | Payment Date: 12/07/2010 |
| | Delinquent Amount: | \$174.89 | |
| <input type="button" value="Pay"/> | Account Number: | ██████████ | Payment Amount: \$165.66 |
| | Current Balance: | \$50.6 | Payment Date: 12/27/2010 |
| | Delinquent Amount: | \$0.00 | |
| | | | |

Figure 8: Payment Information

- You may click the "Pay" button within the Payment Information box corresponding to your account to proceed with the bill payment.