How to register and pay using the Online Invoice Payments and Registration webpage

1. If this is your first time using this system, select a bill type (i.e. sludge)
2. Enter your customer and invoice # — both located on the upper left hand side of your invoice.
3. Click Submit
   (If you have already created a username and password for this system, enter this information in the Log In area and Click Login. (Your sludge bills will appear.)
4. When enrolling you will see this screen after you clicked Submit above.
5. Fill in the account profile information — all fields are required. Your company name, address, city, state and zip will populate automatically.
6. Once your account profile information has been entered, click Agree.
7. After you click Agree, you will see a list of all permits that are open and unpaid.
9-Select payment type: Credit card, personal checking, personal savings or business checking. Enter account information (Contractor address, city, state and zip will populate) Click Next.

10-Submit payment.

8-You can click on select all-this option selects all sludge charges that have been invoiced. Or you can choose to click on each individual charge and the total will show in the Total box below.