

# HOW TO MAKE AN ONLINE PAYMENT FOR YOUR WATER & SEWER BILL

- You may use a Credit/Debit Card or eCheck – convenience fees will apply and you have the opportunity to review your total prior to completing your payment.
- Please have your statement in front of you to review your billing information.
- You will be sent to the Accufund Hosted Payment Portal where you will have to Register or Login.

Login

Register

• If this is your first time using the Accufund Hosted Payment Portal, you will need to Register BEFORE you can Login.

• If you have used the Payment Portal before, just Login using your previously used username & password.

## HOW TO REGISTER: You only need to register one time.

Please keep your username and password safe for future use, you will use the same username and password for future logins.

**Username:** can be any username you choose


**Email:** your contact email address

**Password:** your chosen password

**I have a(n)...Utility Statement**

**Account number:** 4-digit Account # listed above your name on your utility bill (Left hand side of bill)

**Service Location:** 6-digit Service Location number listed under your Service Location on your utility bill (Right hand side of bill)

<b>Town of Milo</b> (315) 536-8911 137 Main Street Penn Yan, NY 14527		<b>BILLING DATE</b> 9/30/2022
		<b>DUE DATE</b> 10/31/2022
		<b>TOTAL DUE</b> \$0.00

<b>Acct #: 0732</b> TOWN OF MILO - MASTER METER TOWN OF MILO 137 MAIN ST PENN YAN, NY 99999	<b>SERVICE LOCATION</b> 990205 0 LAKE ST MASTER METER Service From 6/30/2022 to 9/30/2022
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\*348/0/1/951\*

DETACH AND MAIL

<b>Acct #: 0732</b> TOWN OF MILO - MASTER METER TOWN OF MILO 137 MAIN ST PENN YAN, NY 99999	<b>SERVICE LOCATION</b> 990205 0 LAKE ST MASTER METER Service From 6/30/2022 to 9/30/2022
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Once all your information has been entered – Select → Register. This will bring you back to the Login/Register page.

**HELPFUL HINT:** Please allow for pop-up blockers as some browsers may automatically block your pop-up to Register and/or Login.

## LOGIN USING YOUR USERNAME AND PASSWORD.

**User:** Enter your username

**Password:** Enter your password

**Select** → Login

On the Left-hand side of the screen, choose **Make Payments – Pay Utilities**.

Select **TOTAL DUE** to review your total owed for your Water & Sewer Bill.

You will then be able to choose if you prefer to pay with Credit/Debit Card or with an echeck.

Continue to enter your payment information – **REVIEW** payment which will include the convenience fee – if you agree to the payment amount, Pay.

**HELPFUL HINT:** You are able to view current and previous statements through your PayPortal once you login if you ever want to view/print previous statements.

## WHAT WILL MY CONVENIENCE FEE BE?

You will notice there are slightly different convenience fees for different types of credit cards. Debit cards will have the lowest convenience fee available. You will have the option to view your total payment including your convenience fee prior to paying your bill – if you are not satisfied with the convenience fee amount, you may try another credit/debit card to see if you can get a lower convenience fee.