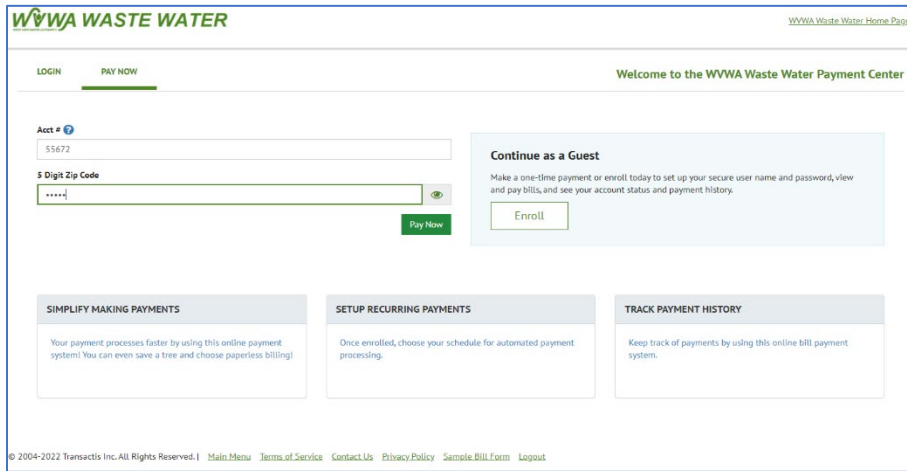
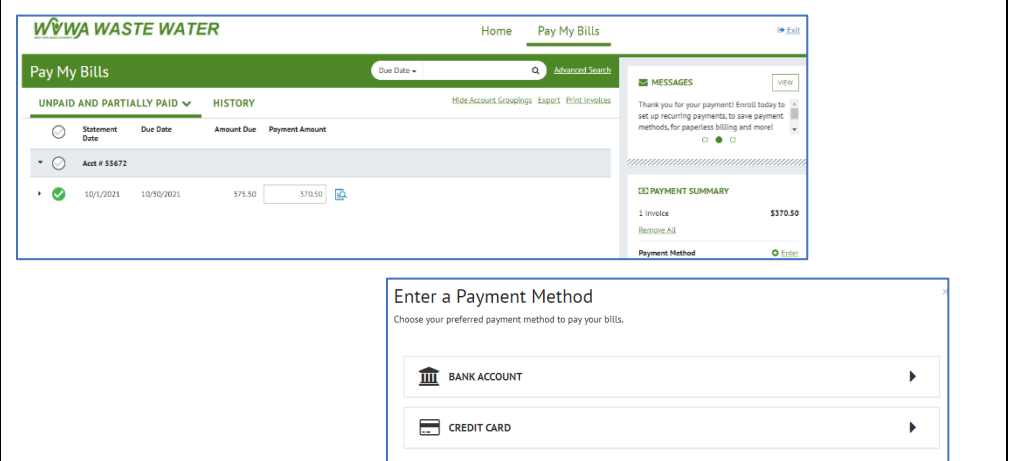


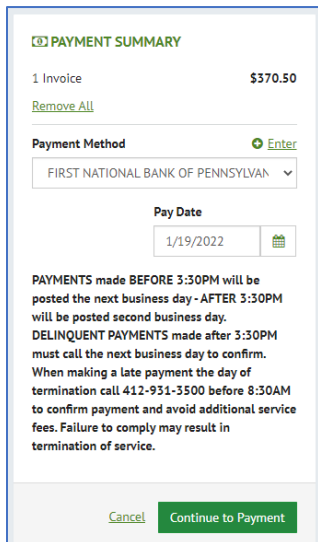
WV Waste Water Payment Center – How to make a one-time payment



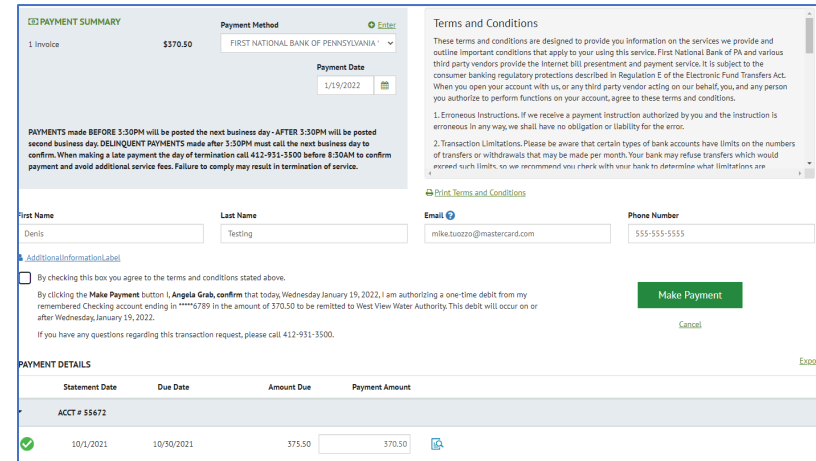
Click **“Pay Now”** tab at the top of the screen. Enter your 15-digit West View Waste Water Account Number – without dashes or spaces – this number begins with a 5. Enter the service address 5-digit zip code. Click the **Pay Now** button under the zip code box.



Select the invoice. Click **Enter** next to Payment Method. Choose Bank Account to enter the routing number, account number, and account holder’s name or Credit Card to enter card number/details. Click **Enter Account**.



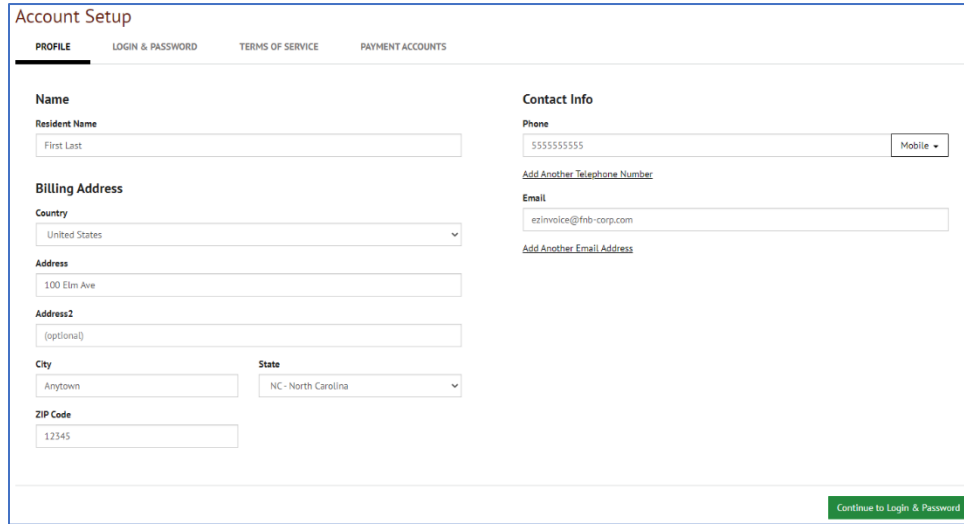
The Pay Date defaults to date of processing, but you may choose a future date. Once you’ve decided, click **Continue to Payment**.



Review your payment - confirm the amount, the payment method, and the payment date. Read the Terms and Conditions and check the box to agree. Click **Make Payment**. You will receive both on-screen confirmation and an e-mailed receipt.

To create an Enrolled User Profile which will securely store your contact and payment information for ease of access with your next payment, click **Enroll with your current information** button on the bottom of the current confirmation screen.

WV Waste Water Payment Center - Enrollment Steps



Account Setup

PROFILE | LOGIN & PASSWORD | TERMS OF SERVICE | PAYMENT ACCOUNTS

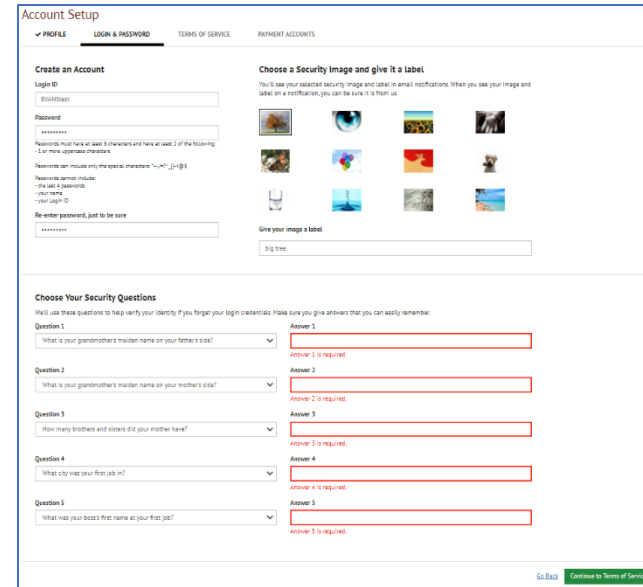
Name
Resident Name: First Last

Billing Address
Country: United States
Address: 100 Elm Ave
Address2: (optional)
City: Anytown | State: NC - North Carolina
ZIP Code: 12345

Contact Info
Phone: 5555555555 | Mobile
Add Another Telephone Number
Email: ezinvoice@fwb-corp.com
Add Another Email Address

[Continue to Login & Password](#)

Review info, modify as needed, then click **Continue to Login & Password**



Account Setup

PROFILE | LOGIN & PASSWORD | TERMS OF SERVICE | PAYMENT ACCOUNTS

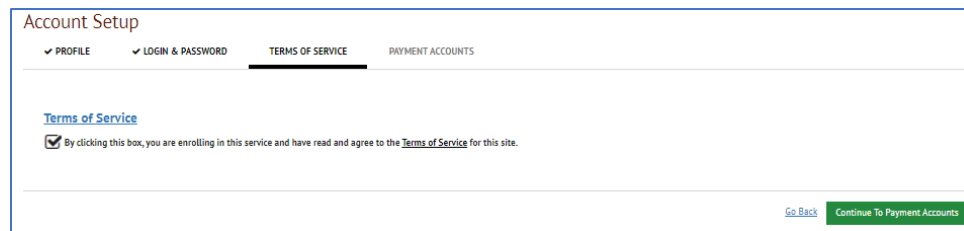
Create an Account
Login ID: [field]
Password: [field]
Re-enter password, just to be sure: [field]

Choose a Security Image and give it a label
[Image grid]
Give your image a label: big tree

Choose Your Security Questions
Question 1: What is your grandmother's maiden name on your father's side? Answer 1: [field]
Question 2: What is your grandmother's maiden name on your mother's side? Answer 2: [field]
Question 3: How many brothers and sisters did your mother have? Answer 3: [field]
Question 4: What city was your first job in? Answer 4: [field]
Question 5: What was your boss' first name at your first job? Answer 5: [field]

[Go Back](#) [Continue to Terms of Service](#)

Create a login id, enter a password, enter it again for confirmation, choose an image, enter a label for the image, then set 5 security questions & answers. **Record your login id, password, and security questions and answers for future reference.** Click **Continue to Terms of Service.**



Account Setup

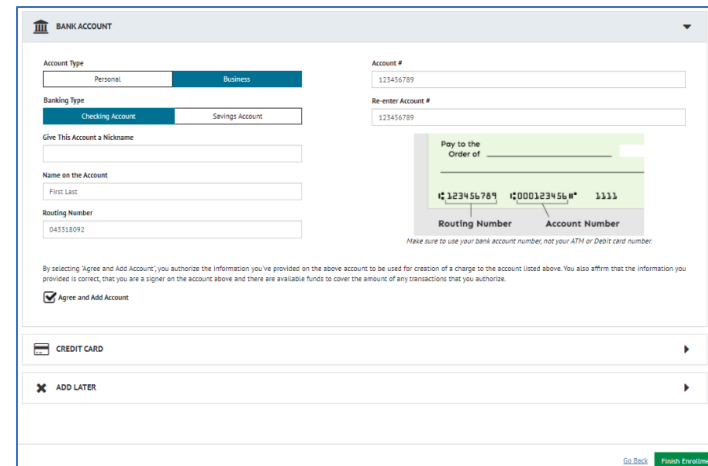
PROFILE | LOGIN & PASSWORD | TERMS OF SERVICE | PAYMENT ACCOUNTS

[Terms of Service](#)

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#) [Continue To Payment Accounts](#)

Agree to Terms of Service and click **Continue to Payment Accounts**



BANK ACCOUNT

Account Type: Personal | Business
Account #: 123456789
Banking Type: Checking Account | Savings Account
Re-enter Account #: 123456789

Name on the Account: First Last
Routing Number: 04331892
Account Number: [field]

Agree and Add Account

[Go Back](#) [Finish Enrollment](#)

If you don't want to save a payment method in a virtual wallet, just click **'ADD LATER'** and it will save your contact information only. However, it will display the payment information you just entered – so, if you wish to save those details, verify them, give the account a nickname, and check the box to **Agree and Add Account**, then click **Finish Enrollment.**

An enrolled user profile allows you to easily make future WV Waste Water payments using the LOGIN option on the Payment Center homepage