

# How to Register to Pay Online



1

Click on "Register" the first time you go online. When you register, your information is securely maintained so that the next time you want to pay, you simply log in with your user ID and password; payments are then 3 quick steps.

If you don't want to register, click "Continue" to make a one-time payment. Each time you make a payment, you will have to re-enter your information.

2

Customer ID	First Name	Last Name	Address	City	State	Zip
718802440003	John	Do	123 Main Street	Carrizo	TX	12345

Locate your account by entering:

- Account Number (this is on your bill)
- First Name (optional)
- Last Name

Once you hit Submit, your name should appear at the bottom

• Click on "Select" next to your account  
*If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call us.*

3

Fill out the required information to establish your payment account and select "Continue."

That's it. You can now make a payment and view billing information!  
 Note: The first time you go online, bills may not be displayed for up to 48 hours.

If you have questions on the amount of your bill or your account number, please call the office.

If you have questions on paying online, please call PSN at 866.917.7368.



Payment Service Network (PSN) is our authorized payment processor. They are based in Madison, Wisconsin with all services being performed in the US. PSN maintains a Level 1 security certification by the credit card industry, the highest level attainable.