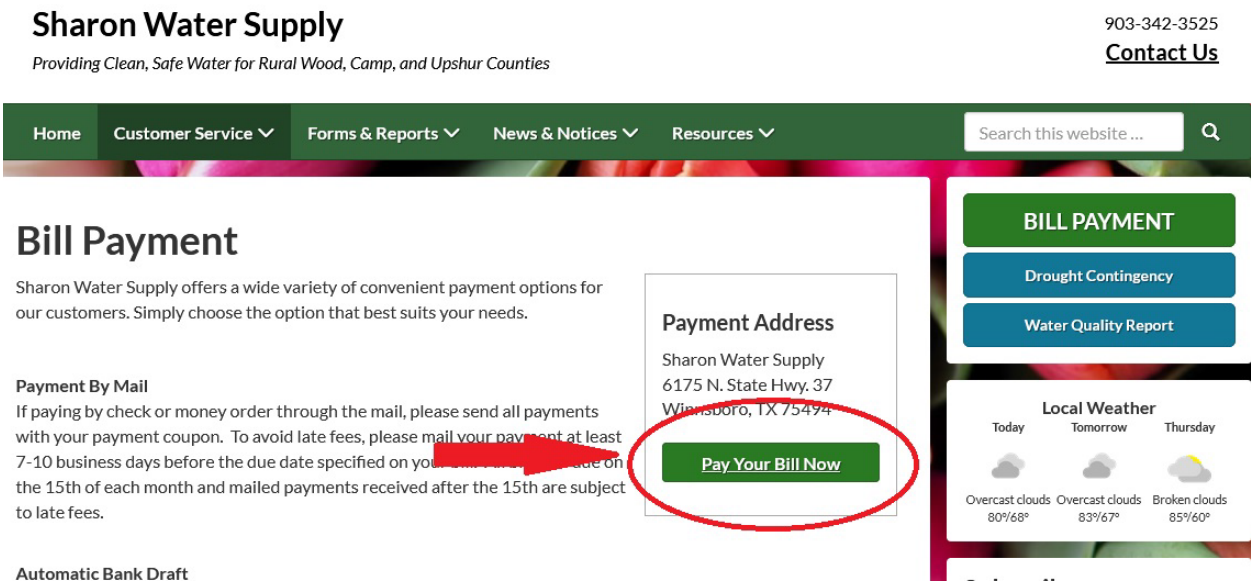
# Sharon Water Supply Corporation

## Online Bill Payment Tutorial

Due to the number of calls we've received recently regarding online bill payment through the Sharon Water Supply Corporation website, we've put together this simple tutorial to successfully pay your utility bill online.

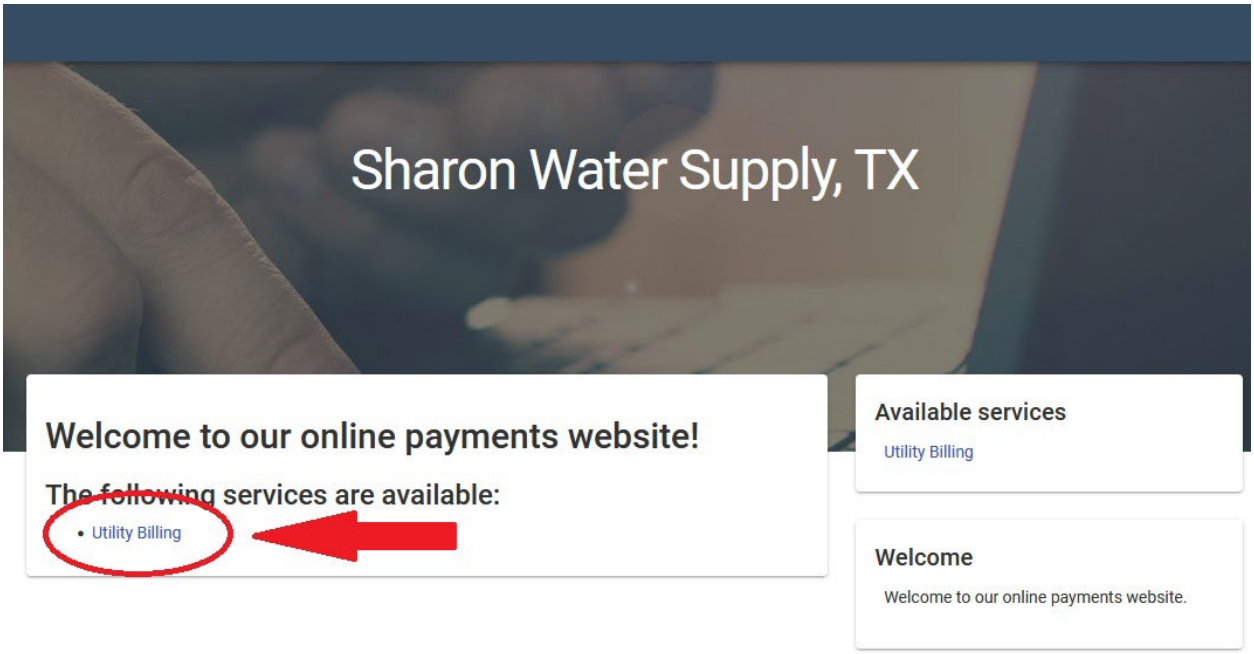
From the website Homepage, click the green icon labeled BILL PAYMENT

Once the Bill Payment page has loaded, click the green icon labeled Pay Your Bill Now



This will automatically redirect you to our online payment portal hosted by municipalonlinepayments.com. From this page, you will need to click the blue link labeled

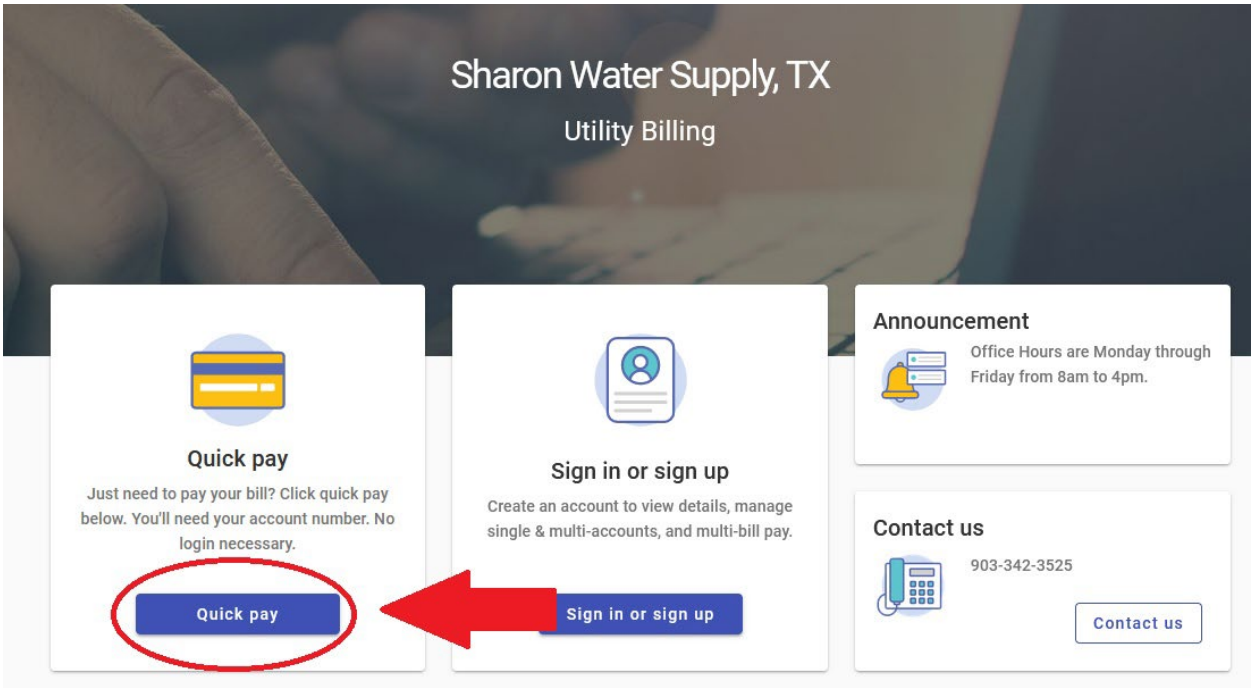
## Utility Billing



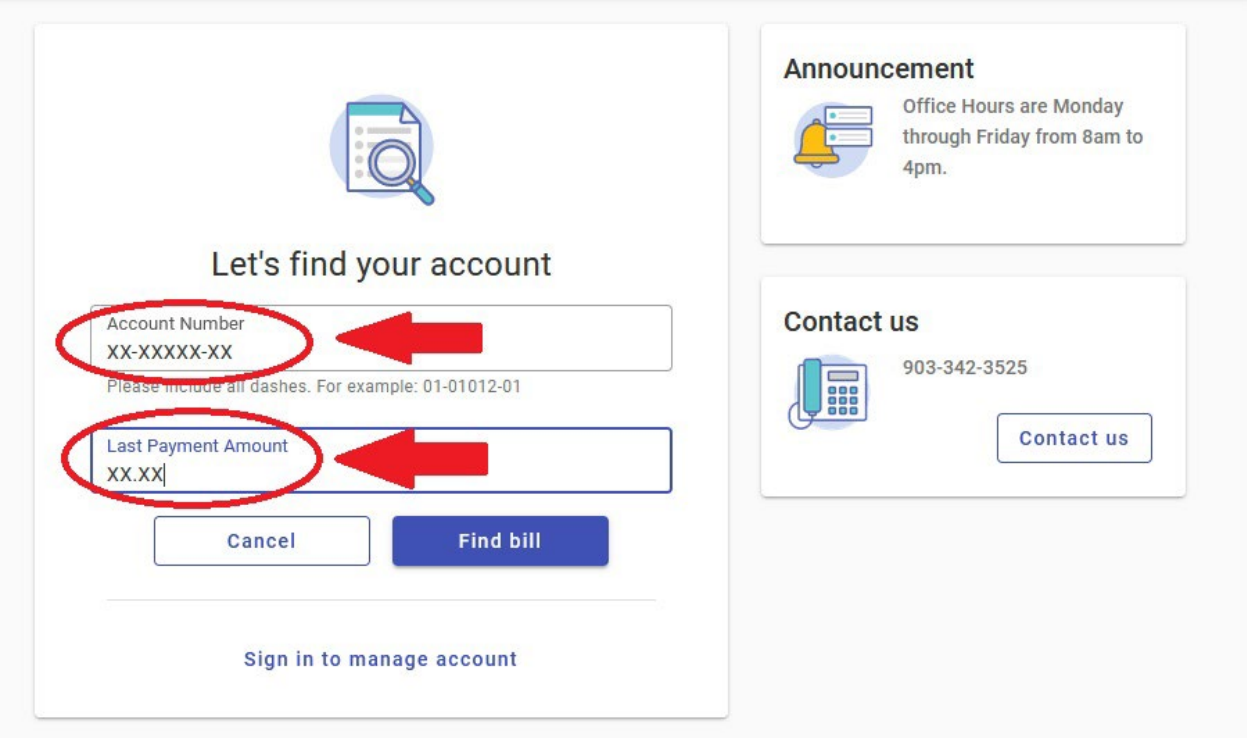

From this point, you have two payment options. These options are as follows:

- **Quick Pay** – Simple, convenient, and fast. You will need your Sharon Water Supply Account Number and the amount of the last payment made on the account. If you do not know this amount, our office staff can provide it to you by calling 903-342-3525 during normal business hours.
- **Sign In or Sign Up** – This option allows you to register using an email address and password and will allow you access to more information regarding your utility account. Some features available using this method are:
    - View account details – Account number, name, service address, balance
    - Transaction History – View the amount of previous bills, payments, and payment dates
    - Consumption History – View the amount of water consumed monthly
    - Contact Preferences – Enable email notifications and reminders for billing
    - Add Multiple Accounts – View & pay multiple accounts with one transaction
    - Auto-Pay using Credit or Debit Card – Set your account(s) up to be paid automatically using a credit or debit card on the day you choose

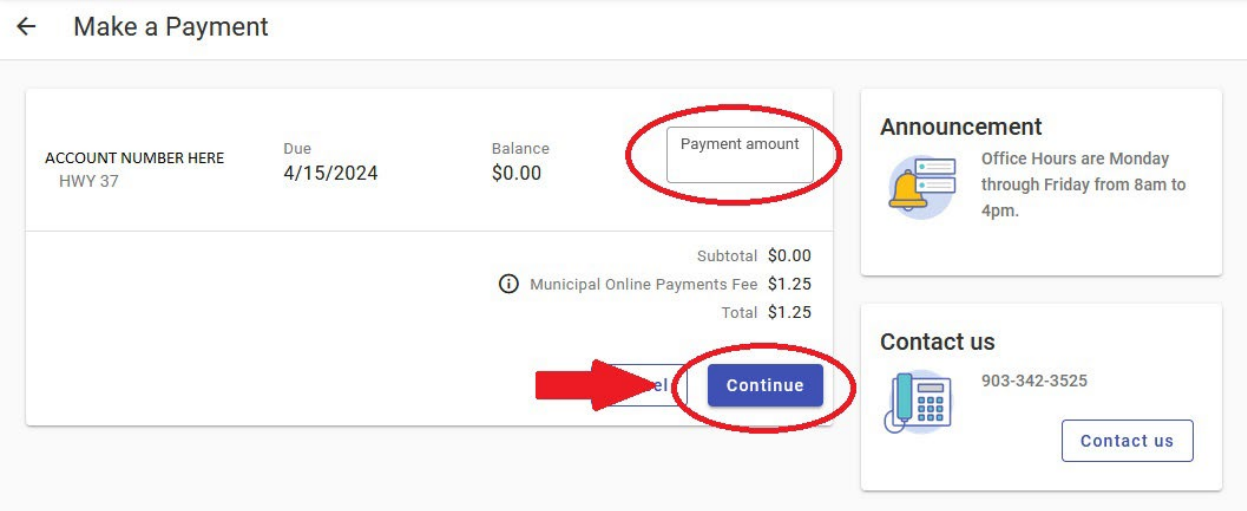
For Quick Pay, click the blue icon labled Quick Pay



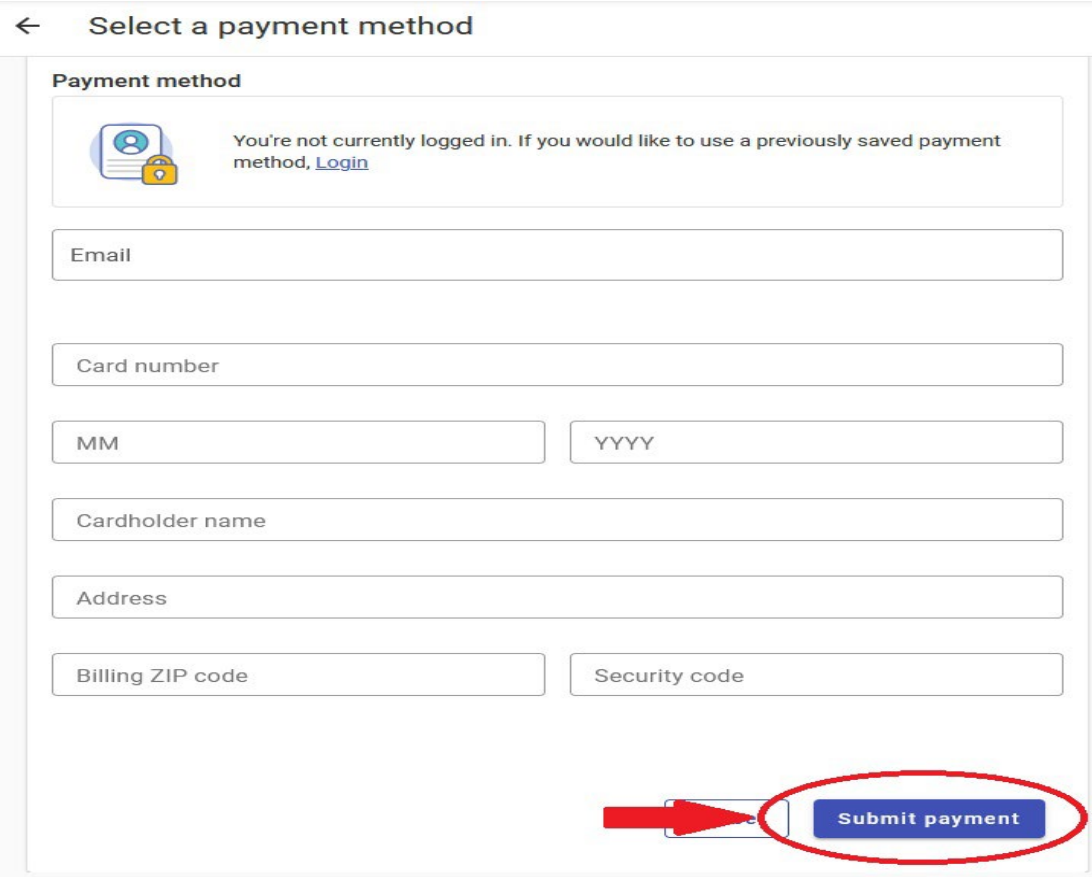

Once the screen loads, you will enter the Sharon Water Supply Account Number including the dashes, and the amount of the last payment made on the account. Click Find Bill once the information has been entered correctly.



Once the account has been found, the next screen will show the account balance and payment information.  To pay the bill, enter the balance into the Payment Amount box and click Continue

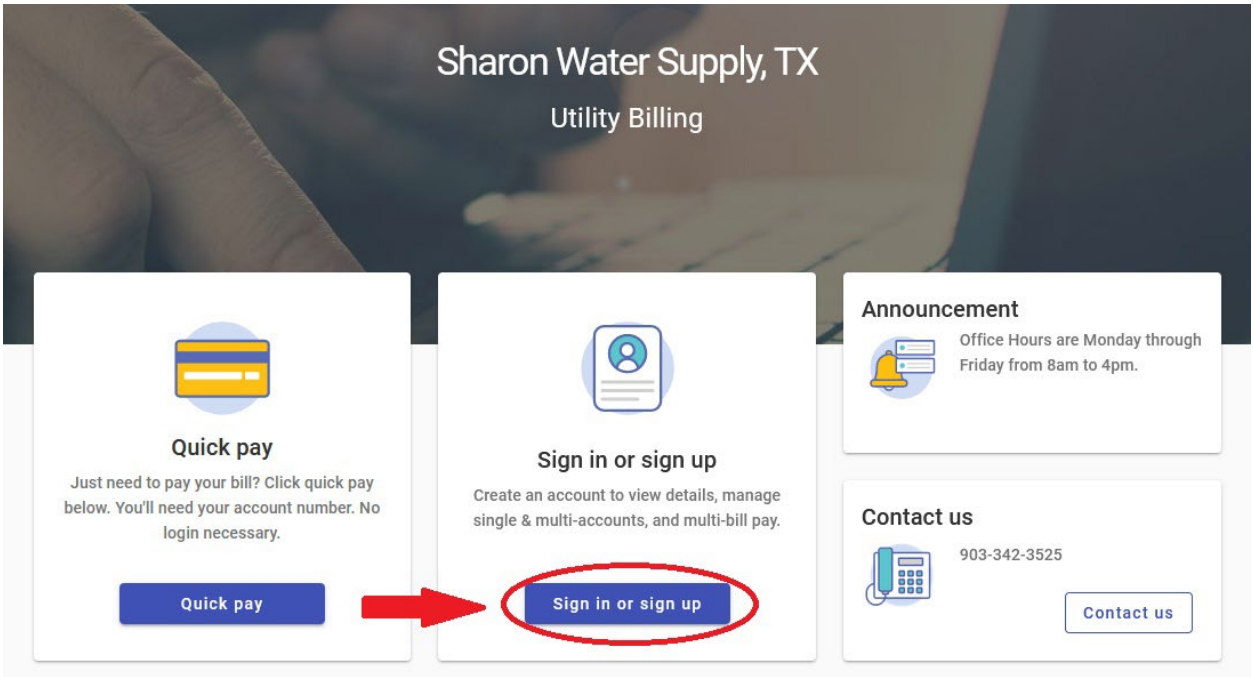



On the following screen, enter your credit card information as it appears on your card and click Submit Payment

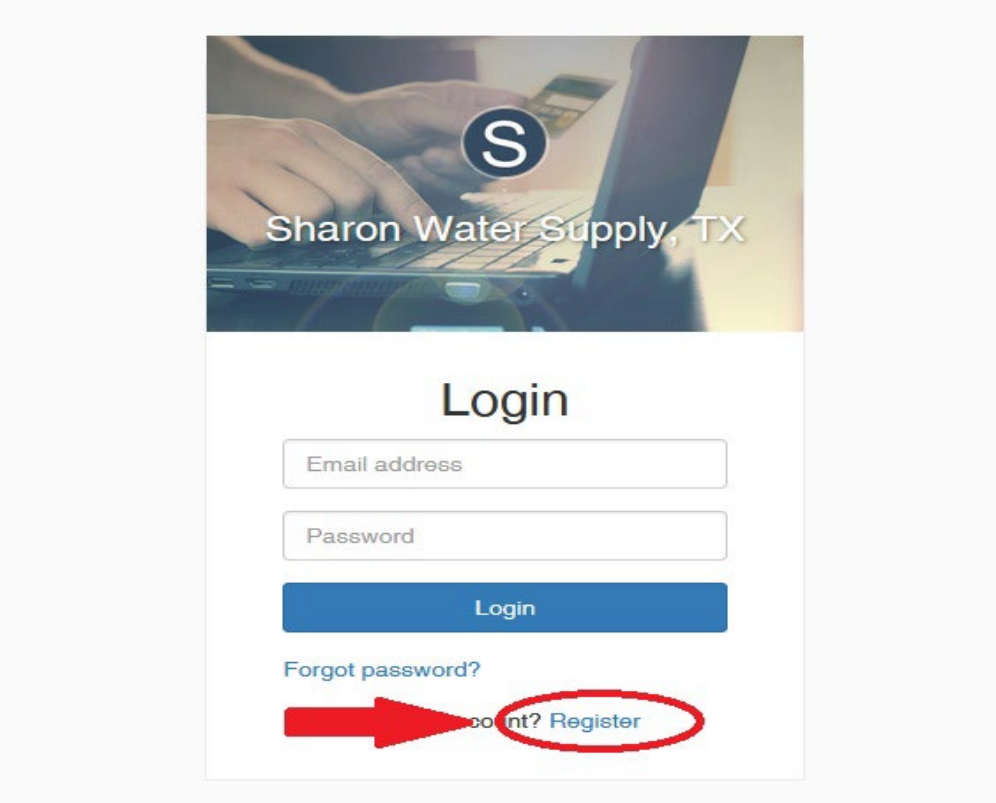



This will complete the transaction & a receipt will be sent to the email address entered.

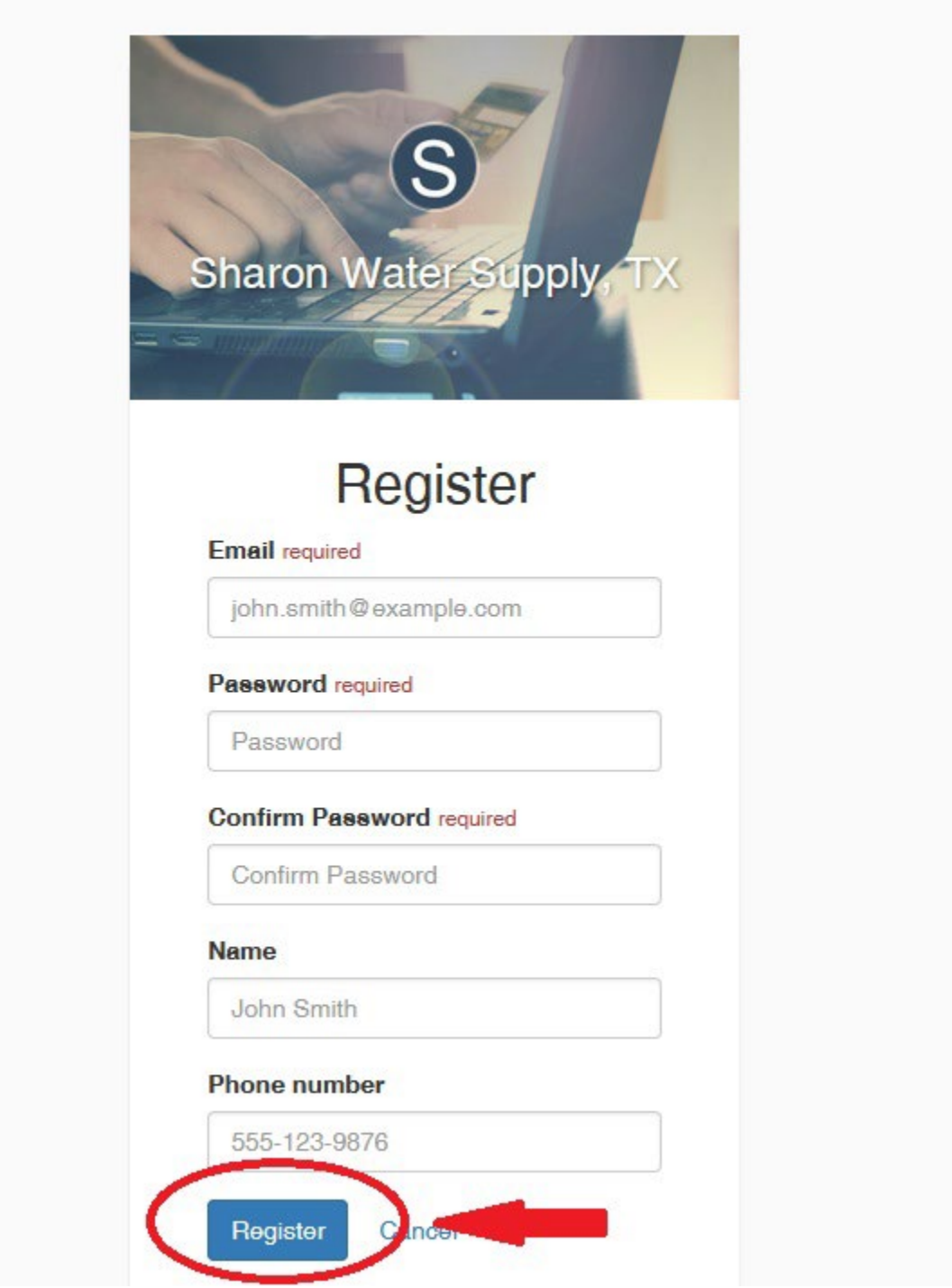
For users who wish to create an account, click Sign In or Sign Up from the Utility Billing Homepage




On the following page, click Register

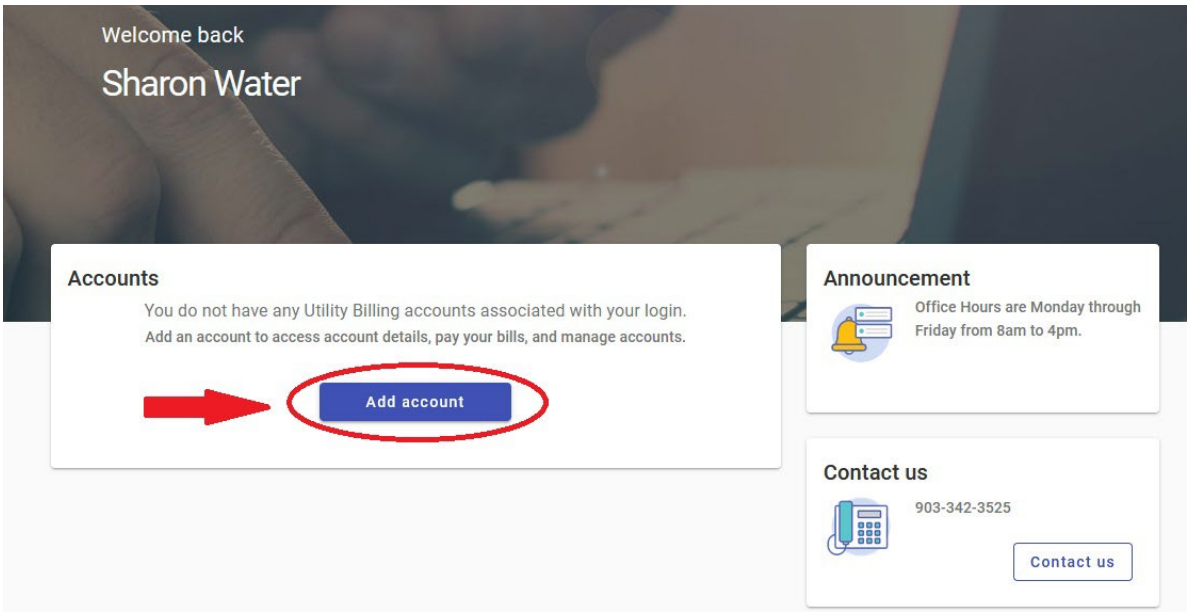


Enter your email address & password you would like. Ensure that passwords in Password & Confirm Password boxes match, and complete the remainder of the form. Follow on-screen instructions for password requirements. Click Register when completed.

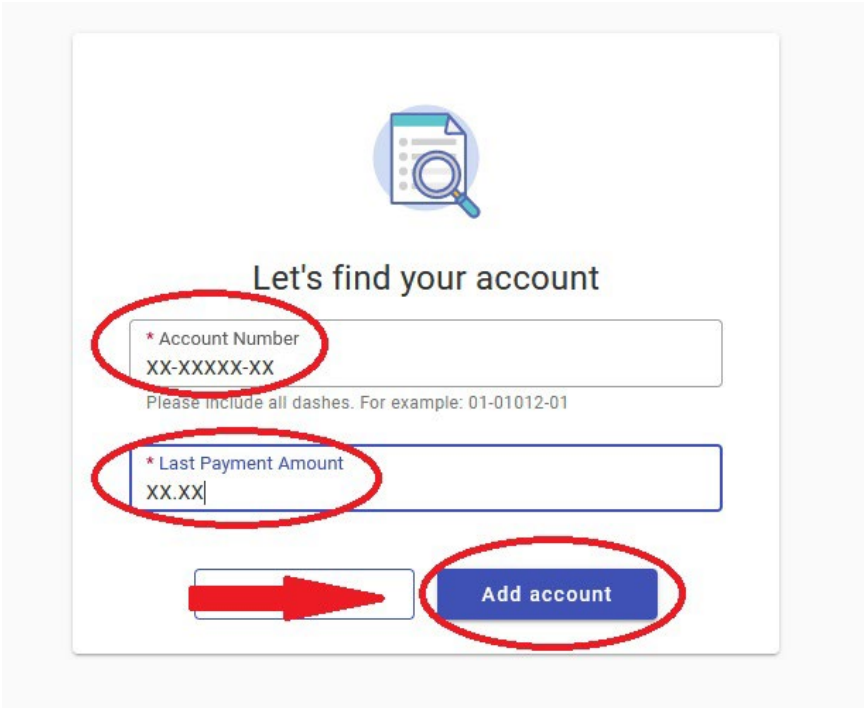



You will receive an email confirmation once the account has been created successfully. Please follow the instructions provided in the email.

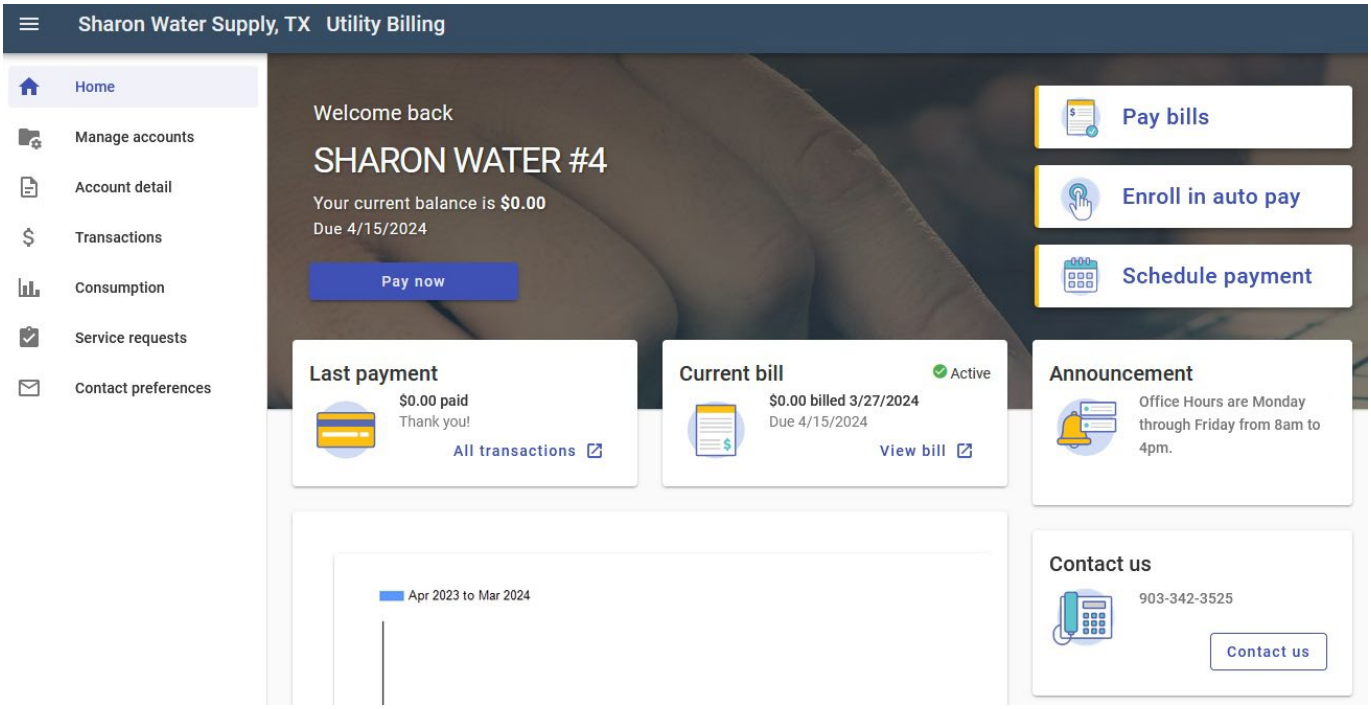
Once the account has been successfully created and you are logged in successfully, you will be required to complete account verification by submitting the amount of the last payment made on the account.  To do this, click Add Account




Similarly to the Quick Pay feature, enter your Sharon WSC Account Number and last payment amount on the next screen. Include the dashes in your account number, and do not enter a dollar sign for the last payment amount. Click Add Account once completed.



Once entered correctly, you will be taken to the Utility Billing Home Page. From here, you can view and pay bills, manage account details, view previous transactions, view consumption history, or enroll in auto-pay.




Click Pay Now to enter payment information and pay the available balance on the account.

Please be made aware that Sharon WSC personnel do not have access to your password or credit card information. To reset your password, you must follow the directions provided on the site. Sharon WSC staff are unable to enter or change credit card information or make changes to Auto-Pay schedules. Please be sure to check your Junk email folder as some customers have had their email providers mark system-generated emails as junk and have missed important notifications regarding their account.

We hope that this tutorial is beneficial, and if you have any questions or issues that are not addressed within this tutorial, please contact our office at 903-342-3525.