

SHARON WATER SUPPLY CORPORATION

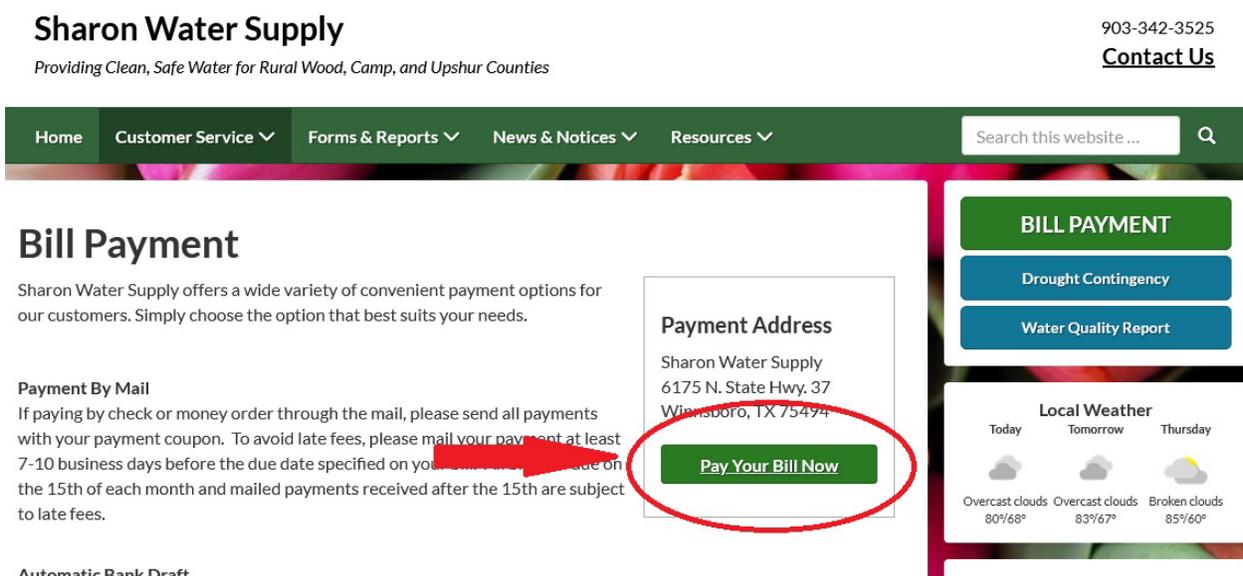
ONLINE BILL PAYMENT TUTORIAL

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.

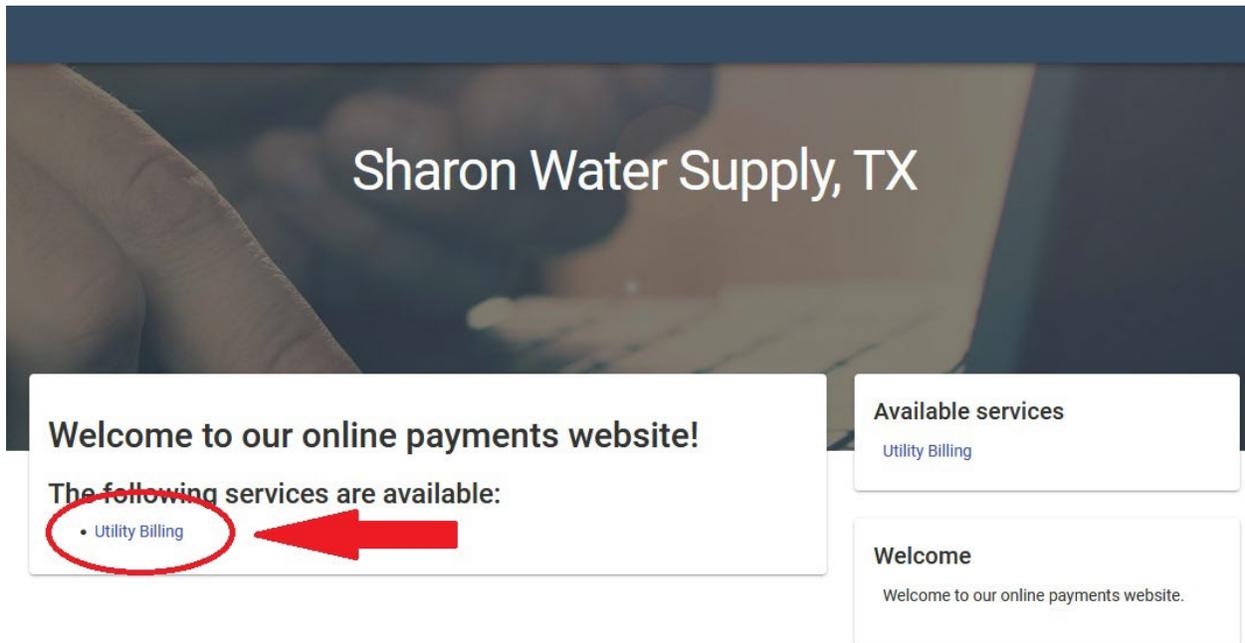
From the website Homepage, click the green icon labeled **BILL PAYMENT**



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



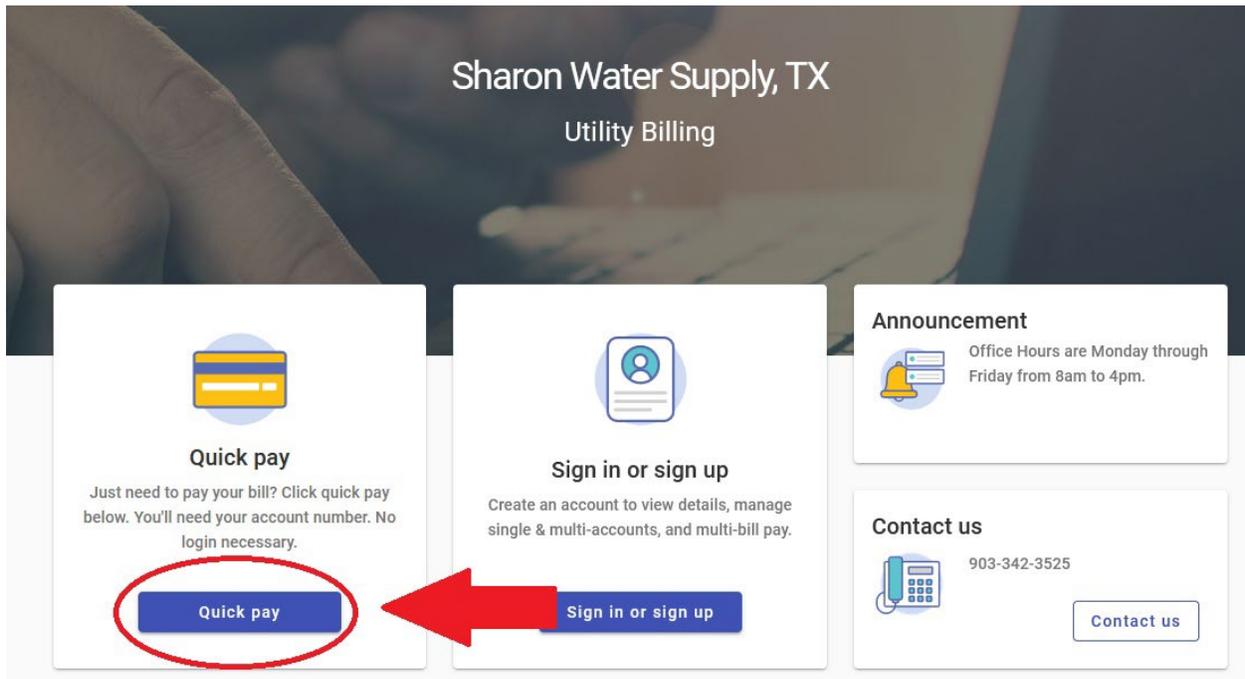
This will automatically redirect you to our online payment portal hosted by municipalonlinepayments.com. From this page, you will need to click the blue link labeled **Utility Billing**



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 labeled **Quick Pay**



Sharon Water Supply, TX
Utility Billing

Quick pay
Just need to pay your bill? Click quick pay below. You'll need your account number. No login necessary.

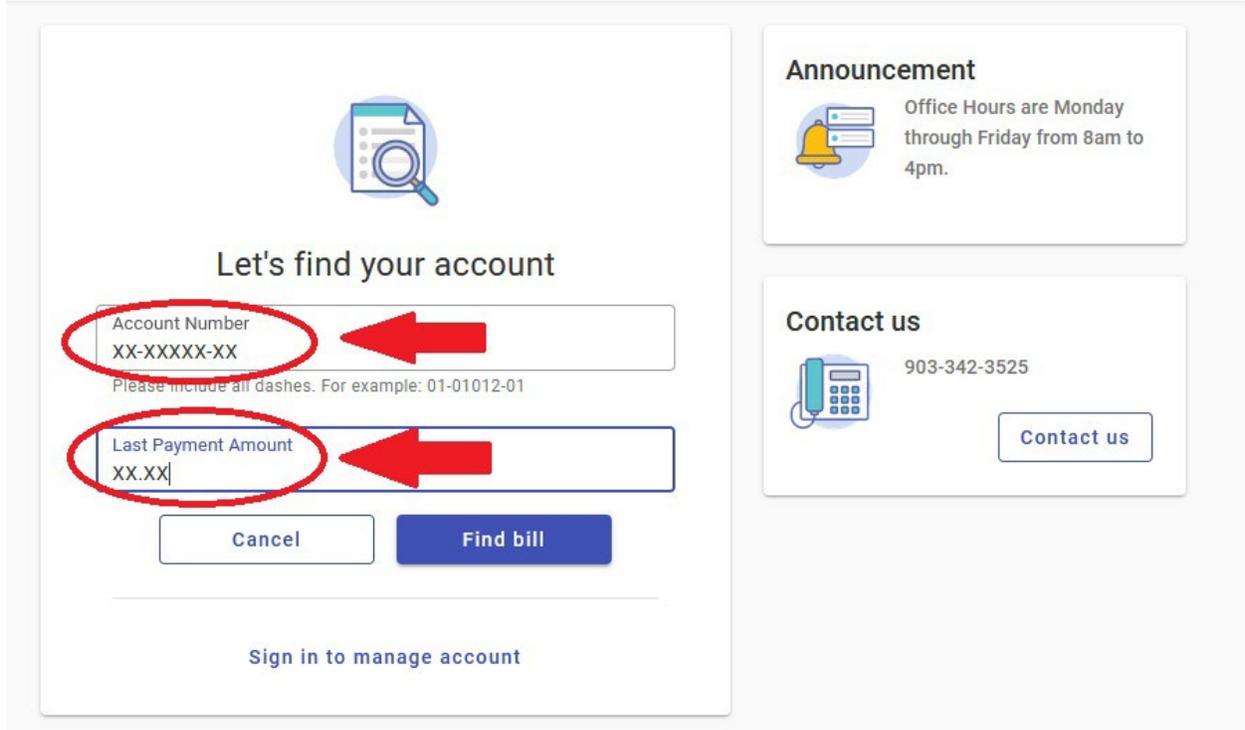
Sign in or sign up
Create an account to view details, manage single & multi-accounts, and multi-bill pay.

Announcement
Office Hours are Monday through Friday from 8am to 4pm.

Contact us
903-342-3525

The image shows a dashboard with three main sections. The 'Quick pay' section has a blue button with the text 'Quick pay' circled in red. The 'Sign in or sign up' section has a blue button with the text 'Sign in or sign up'. A red arrow points from the 'Sign in or sign up' button to the 'Quick pay' button. The 'Announcement' section contains a bell icon and text about office hours. The 'Contact us' section contains a telephone icon, the number 903-342-3525, and a 'Contact us' button.

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.



Let's find your account

Account Number
XX-XXXX-XX

Please include all dashes. For example: 01-01012-01

Last Payment Amount
XX.XX

Cancel Find bill

Sign in to manage account

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The image shows a form titled 'Let's find your account'. It has two input fields: 'Account Number' with a placeholder 'XX-XXXX-XX' and 'Last Payment Amount' with a placeholder 'XX.XX'. Both fields are circled in red, and red arrows point to them from the right. Below the fields are 'Cancel' and 'Find bill' buttons. At the bottom is a link 'Sign in to manage account'. To the right of the form are two sidebars: 'Announcement' with a bell icon and office hours, and 'Contact us' with a telephone icon and the number 903-342-3525, plus a 'Contact us' button.

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**

← Make a Payment

ACCOUNT NUMBER HERE HWY 37	Due 4/15/2024	Balance \$0.00	Payment amount
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Subtotal \$0.00
Municipal Online Payments Fee \$1.25
Total \$1.25

Continue

Announcement
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Contact us
903-342-3525
Contact us

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

← Select a payment method

Payment method

You're not currently logged in. If you would like to use a previously saved payment method, [Login](#)

Email

Card number

MM YYYY

Cardholder name

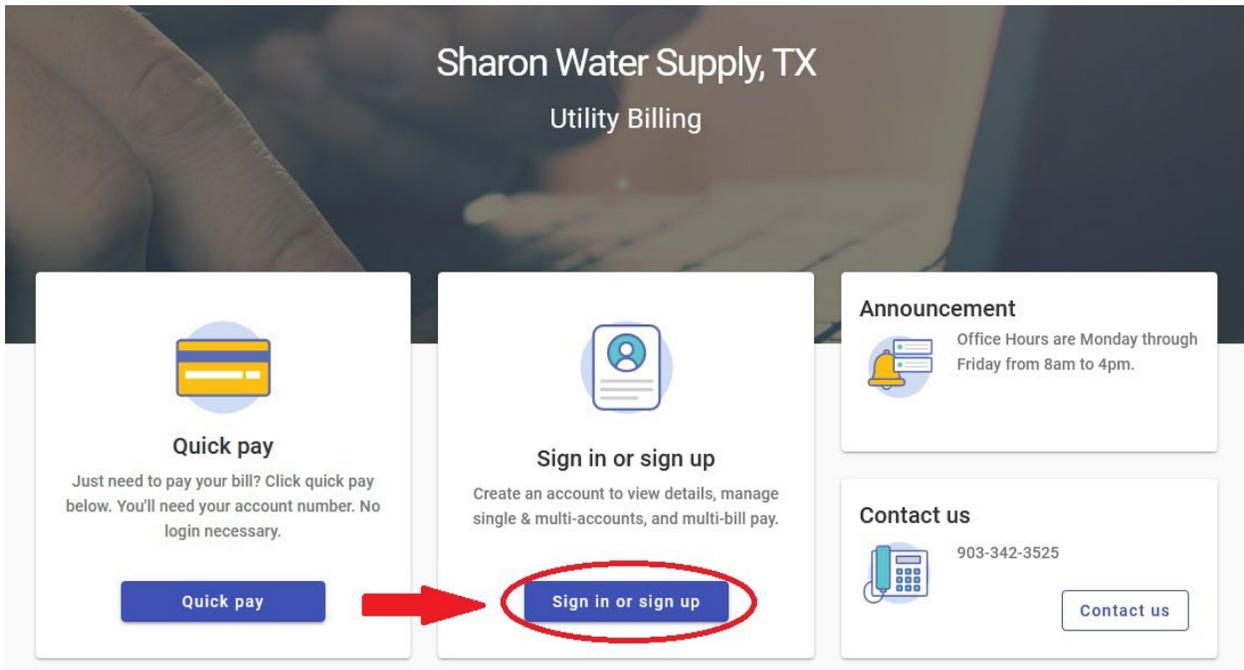
Address

Billing ZIP code Security code

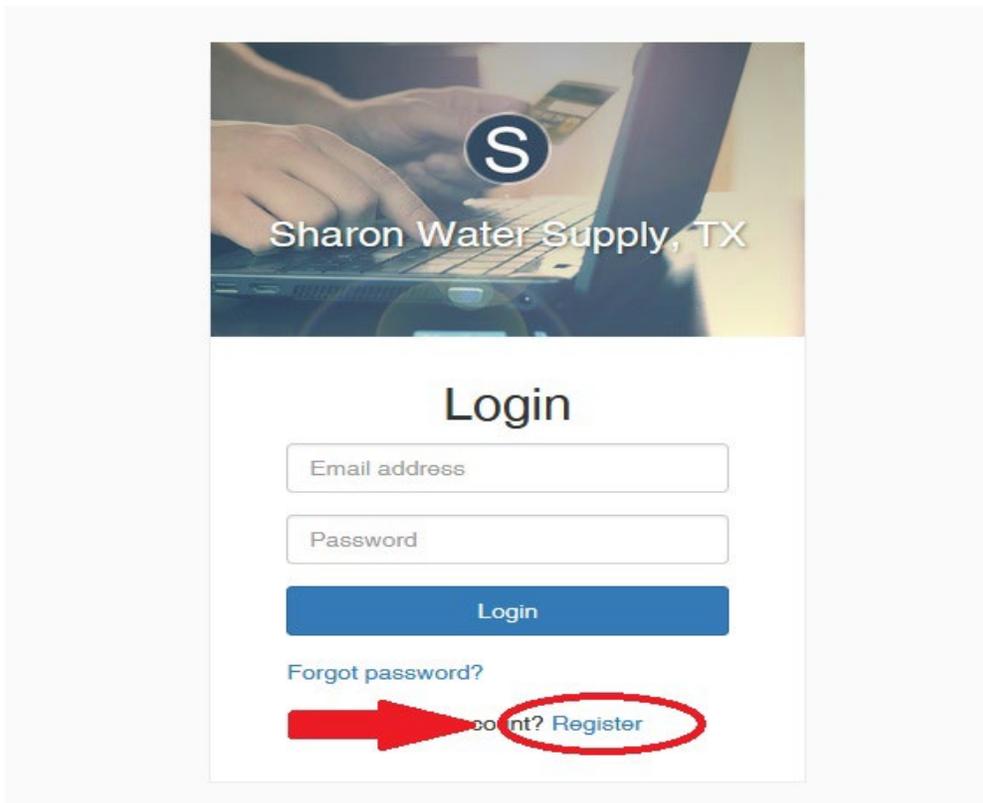
Submit payment

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.



Register

Email required

Password required

Confirm Password required

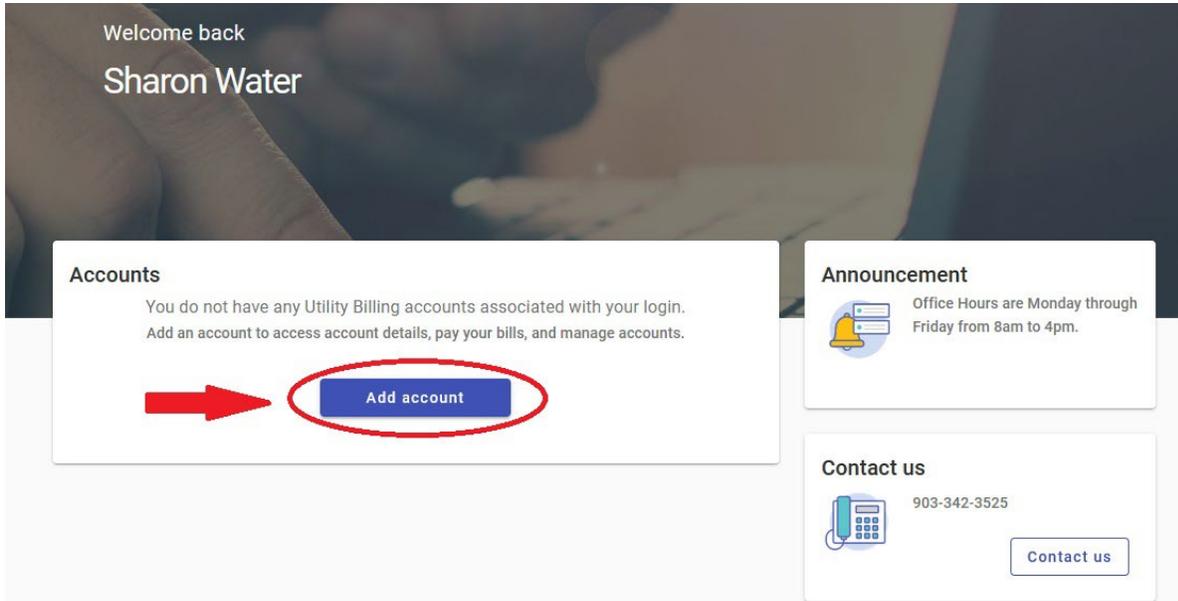
Name

Phone number

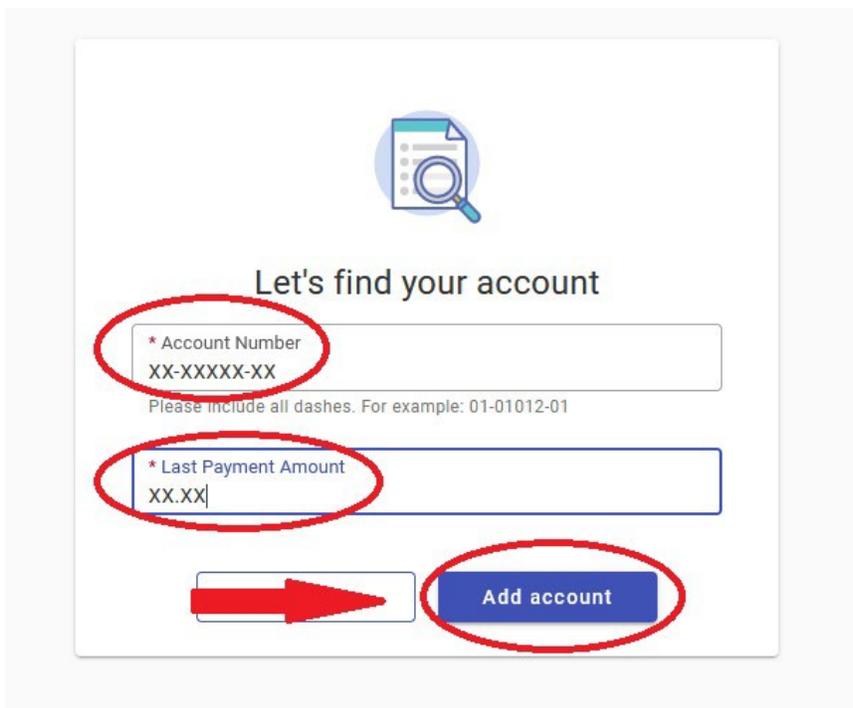
Register [Cancel](#)

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.

Sharon Water Supply, TX Utility Billing

Home

Manage accounts

Account detail

Transactions

Consumption

Service requests

Contact preferences

Welcome back

SHARON WATER #4

Your current balance is **\$0.00**
Due 4/15/2024

[Pay now](#)

Pay bills

Enroll in auto pay

Schedule payment

Last payment
\$0.00 paid
Thank you!
[All transactions](#)

Current bill Active
\$0.00 billed 3/27/2024
Due 4/15/2024
[View bill](#)

Announcement
Office Hours are Monday through Friday from 8am to 4pm.

Contact us
903-342-3525
[Contact us](#)

Apr 2023 to Mar 2024

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.