

The City of Arnoldsville can accept credit/debit card payments through an online-bill-pay option for your **monthly water payments**. The service will be available after your account has been initially set up.

To access this service, please follow the steps listed below:

1) Go to the city's website at: **Cityofarnoldsville.org**

**\*\*\*NOTE\*\*\* If you click the site that includes doxo, that is not the website for Arnoldsville. They are a separate bill-pay company not affiliated with Arnoldsville.**

2) Click on Online Bill Pay – Water located at the top right of your screen.

3) To make a One-Time payment click on the One-Time payment button. You are now on the account validation screen.

4) Type in the first three characters of the payor name as it appears on the bill.

5) Type in the web ID number. This is listed on your payment stub right above the Amount Enclosed: \_\_\_\_\_ line. Then click the Start Payment button. On emailed bills, the web ID number is the second number listed just under your account number.

6) You are now on the initiating payment screen.

7) Your current balance should pop up. Just enter the amount you wish to pay in dollars and cents, then click Next.

8) On this screen you should see Sub Total, Fee, and Final Total. There will be a convenience fee of 3.5% or a minimum of \$2.00 for each online payment. Depending on the amount being paid, the fee may be more than the \$2.00.

9) Next click Pay with Credit/Debit Card and follow the steps provided. Types of card accepted are VISA/MC/DISC & AMEX.

10) Once all correct information is entered, you should download and print a receipt for your records.

Please don't hesitate to email or call with any questions/concerns regarding this service.

Email: [cityofarnoldsville@gmail.com](mailto:cityofarnoldsville@gmail.com)

Voicemail: (706) 742-5036

**City of Arnoldsville, P.O. Box 2, 154 Yancey Rd., Arnoldsville, GA 30619**