

The City of Arnoldville is now accepting 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

- 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 new service.

Email: cityofarnoldsville@att.net

Voicemail: (706) 742-5036

