

Online Bill Pay Quick Start Guide

New Users

New users who wish to register will click the Register button on the right side of the blue box to begin the registration process.

Registered Users

Registered users may login using their username, their registered email address, and password on the left side of the blue box.

The screenshot shows a blue-bordered box divided into two sections. The left section is titled "Log In" and contains two input fields: "Username" and "Password". Below these fields are a blue "Log In" button and a blue link labeled "Forgot Password". The right section is titled "Register" and contains the text "Registering allows you to access your account information online." followed by a bulleted list of benefits: "View and pay bill", "Manage notifications", "View usage history", "View billing history", "Sign up for eBilling", and "Sign up for auto payment". At the bottom right of this section is a blue "Register" button.

1. To **register** first time users are required to enter first name, last name, and email address. Close window.
2. **Login** to email to access temporary password link. Once password has been reset. Close window.
3. **Access** the Log in section on the main screen. Enter username and password.

User Registration

Please enter the following information to register, and we will send you a temporary password to log in.

* Indicates a required field

*First Name

*Last Name

*Email Address

*Confirm Email Address

Mobile Phone Number

Your registration was successful. Your temporary password has been sent from DoNotReply@Logicssolutions.com. Once you have received your temporary password return to the [Login](#) page to log in. Your username is the email address you used to register.

Link Bills

At your first login or if you have no linked bills you will need to link a bill to your Online Bill Payment account.

Select Type of Bill

Select the type of bill that you would like to link to your account by selecting the Utility Bill link.

You can link multiple bills and types to your account.

Link Bill

[Utility Bill](#)

Utility Bill

When you selected the Utility Bill link it displayed a screen that will look like the following image. Enter your Account Number as they appear on your bill. Then enter an Alias for this bill that will make it easy for you to remember the bill, examples of an alias would be Water or Utilities. Click on the Next button to linking your bill.

Link Bill

Please verify the information below is correct. Pressing Yes will complete the link.

Name	DOE, JOHN
Service Address	1001 NAVAHO DR RALEIGH, NC 27609

NoYes

Bill Summary | Link Bill | Profile | Log Out

Update Info | Notifications | Billing History | Usage History | View Bills

Account	123456789.00 98
No Payment Due	

Alias	
Account Number	123456789.00 98
Name	DOE, JOHN
Service Address	1001 NAVAHO DR RALEIGH, NC 27609

Current Bill	\$139.23	Billing History
Past Due	\$0.00	
Adjustments	\$0.00	
Penalty	\$0.00	
Payments	\$231.23	
Balance Due	\$-92.00	Pay Bill
Due Date	2/10/2018	

Automatic Bill Pay

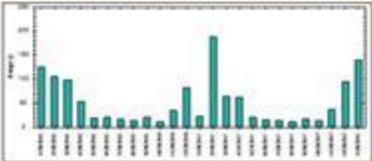
This account is not enrolled.

To enroll: make a payment and select the Automatic Bill Pay option.

View and Print Bills

[Jan 20, 2018](#)
[Dec 20, 2017](#)
[Nov 20, 2017](#)
[Oct 20, 2017](#)
[Sep 20, 2017](#)

[View All](#)



[View Larger](#)

Select **Pay Bill**, balance due or Other amounts and select payment method.

Click checkout.

Choose Payment Amount

<input checked="" type="radio"/> Due Now	\$ 608.51
<input type="radio"/> Balance Due	\$ 608.51
<input type="radio"/> Other	\$ <input type="text" value="0.00"/>

Choose Payment Method

Payment Method

[Cancel](#)

Verification of payment method.

Payment Method [Change](#)

Visa

Utility (12248509.00 98)	\$608.51
Remove Schedule Setup Automatic Bill Pay (Not Setup)	
Total	\$608.51

Remove = Remove payment from cart (customer decides not to pay now)

Schedule = Schedule a payment for a future date

Setup automatic bill pay = Gives the customer opportunity to setup while making a payment

Enter Card information to complete transaction.

Total Amount Due: \$608.51

* Required

Enter Credit Card Information (*Required Field)

*Name On Card

Card Type

*Credit Card Number

*Expiration Date

*Security Code

Billing Address

Billing City

Billing State

Billing Zip Code

Store this credit card for future payments. 

Send email receipt.

[< Back To Cart](#)

Submit Payment

For your security, your credit card information does not get stored on this system. 