

## **Bolivar Peninsula Special Utility District Instructions for On-Line Bill Review and Bill Pay**

Customers of BPSUD can now review their current and past water usage and pay their water bill on-line. Additionally, customers can sign up to receive e-mail notifications when their new bill is mailed and when their account is past-due. ***It is recommended that you print these instructions for signing up as they will help you through the process.*** Once you have signed up, make sure you keep your user name and password in a safe location for future reference.

Before you get started, make sure you have your current bill available. Information MUST be entered on the website EXACTLY as it appears on your bill!

Also, please note that there is a 5% convenience fee added when you pay your water bill on-line. The convenience fee is charged by an outside vendor that processes credit card payments for the District. The convenience fee is not collected by BPSUD and cannot be waived by BPSUD.

OK! If you are ready and have your current bill in hand, let's get started!

### **STEP 1**

- Go to the District website at [www.bpsud.com](http://www.bpsud.com).
- Select Customer Service.
- Select On-Line Bill Pay Please note, even if you are not planning to pay your bill on-line, you can still sign up to be able to view your account (both current and past usage) and to receive e-mail alerts when your bill is due each month.
- Select First time sign-in.

**Bolivar Peninsula Special Utility District**

# Online Billing

Welcome...please sign in to access your account.

User ID

Password

Login

[First time sign-in?](#) [Forgot your User ID?](#) [Forgot your Password?](#)

## STEP 2

- Begin entering the information EXACTLY as it appears on your bill. The form is case-sensitive, so if your bill appears in all capital letters, you must enter the information in all capital letters.
- In the field for District Code, enter **23**.
- If on your bill your last name is shown first, please enter your last name first into the form.
- In the Service Address Field, after you enter the street number, hit the TAB button on your computer to go to the next field (street name).
- If you do not want e-mail alerts when your bill is due, then check NO under Special Email Alerts.
- After you completely fill in all fields, select Sign Me Up!

**Bolivar Peninsula**  
Special Utility District

# Online Billing

## Create User ID And Password

Register for Online Account access. Online Account access enables you to manage your account online, 24 hours a day, 7 days a week.

Account Number \* 1 -00 -01234 -00 District Code \* 23

Please enter the information Exactly as it appears on your latest bill.

Name \* LAST NAME, FIRST NAME

Service Address \* 1234 BEACH RD

User ID \* USER\_NAME\_4ME Must be more than 5 characters long

Password \* ●●●●●● Must be more than 6 characters long

Reconfirm Password \* ●●●●●●

Email \* user@yahoo.com

Re-enter Email \* user@yahoo.com

\* Required Fields

**Special Email Alerts**  
Sign up to receive email alerts about your Account.

Payment Due  Yes  No

Payment is Past Due  Yes  No

Email Bill Notification  Yes  No

Yes, I want my address, telephone number and Social Security number kept confidential.

Fill in the following fields to populate your Name and Address information on the payment form.

First Name: Joe

Last Name: Customer

Company:  \* Optional - Fill in only if applicable.

Address: P.O. Box 1234

City: My City

State: TX

Zip Code: 71234

### STEP 3

- You will see a blank screen after selecting Sign Me Up! Go Back until you get to the Sign In Page (see below).
- Enter your User ID and Password.
- Select Login.

**Bolivar Peninsula**  
Special Utility District

# Online Billing

Welcome...please sign in to access your account.

User ID:

Password:

**Login**

[First time sign-in?](#)      [Forgot your User ID?](#)      [Forgot your Password?](#)

### STEP 4

- You will now see information about your water account.
- To review your usage history, select WATER (see below).
- **IF YOU WANT TO PAY YOUR BILL ON-LINE, SELECT PAY BILL AND CONTINUE TO STEP 5.**

**Bolivar Peninsula**  
Special Utility District

# Online Billing

Welcome...please sign in to access your account.

Name:       Account:

Address:       Service Address:

     Account Status:

Deposit Amount: 150.00

Service Period	From	To	Billing Date	Payment Due
	09/01/2007	09/28/2007	09/28/2007	10/16/2007

Service	Meter #	Read Date	Prev. Read	Pres. Read	Usage	Curr. Read
<b>WATER</b>	2443012	09/25/2007	112.0	113.0	1.0	.0

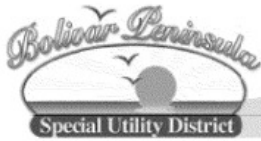
Description	Amount
BALANCE FORWARD	46.23
PAYMENT -	46.23CR
WATER	46.00
REG FEE	.23
<b>THIS MONTH TOTAL</b>	46.23
CUR. PAYMENT - 10/16/07	46.23CR
<b>TOTAL DUE NOW</b>	.00

Select Water to review your usage history.

Select Pay Bill and proceed to Step 5 to pay your bill.

**STEP 5 (To pay your bill on-line with a credit card.)**

- Enter the amount you want to pay. **NOTE:** There is a 5% convenience fee added to your credit card for a convenience fee. The convenience fee is charged by an outside vendor that processes credit card payments for the District. The convenience fee is not collected by BPSUD and cannot be waived by BPSUD. Enter only the amount you want to pay on your bill as the fee will be added on the next page.
- Select your payment method. **NOTE:** Only Mastercard and Visa are accepted. We do not accept American Express.
- Select Continue With Payment.



# Online Billing

**My Account Information**

User ID **USER\_NAME\_4ME**  
Email Address **user@yahoo.com** Today **10/15/07**

Account #	Name	Service Address	Date Due	Amount Due
1-00-05224-00 ( 23 )	Joe Customer	1234 BEACH RD	10/16/07	.00 <a href="#">Remove</a>

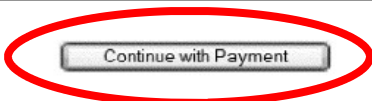
Enter the amount you want to pay.

**Payment Method**

Enter the credit card you want to use. We only accept Visa and Mastercard.

**Amount Due:**  (Without convenience Fee)  
*Your convenience fee will be calculated and presented on the next page.*

**Payment Type:**




Continue to the next page. Convenience fee will be added at this time.

**Please continue to STEP 6 on the next page.**

## STEP 6

- You must accept the convenience fee to proceed with on-line bill payment. Select Yes.
- Select your payment method. **NOTE:** Only Mastercard and Visa are accepted. We do not accept American Express.
- Enter your credit card information and billing address. CVV is the three numbers listed on the back of your credit card (see box at bottom of page).
- Select Submit Payment. You will receive a confirmation number for your payment. Please make note of this confirmation number for future reference. You will also receive an email notification of your payment.



**My Account Information**      User ID: **USER\_NAME\_4ME**      Today: **10/15/07**  
Email Address: **user@yahoo.com**

Account #	Name	Service Address	Date Due	Amount Due
1-00-05224-00	Joe Customer	1234 BEACH RD	10/16/2007	.00
<b>Amount Paid</b>				46.23
<b>Convenience Fee</b>				2.31
<b>Total Due</b>				48.54

**Payment Method**


**Total amount paid: \$48.54**

Do you accept the fee?  Yes  No  
*The convenience fee will be noted as a separate line item on your credit card statement.*

Payment Type: VISA  
Card Number: 123456789101112  
Exp. Date: 10 / 2007  
CVV: 123

First Name: JOE  
Last Name: CUSTOMER  
Address: P.O. BOX 1234  
City: MY CITY  
State: TX  
Zip Code: 71234  
*\*\*Please make sure all fields are complete.*



You must accept convenience fee to continue with paying your bill online.

Enter the billing address for your credit card.

After you submit your payment you will receive a payment confirmation number. Please keep this number for your records.

**CVV:** This number is printed on your MasterCard and Visa cards in the signature area of the back of the card. (it is the last 3 digits AFTER the credit card number in the signature area of the card).

