

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.

Users who wish to pay their bills without registering may use the QuickPay option and click on the "Pay Bill Without Logging In" button just below the blue box.

The screenshot shows a user interface with two main sections: "Log In" and "Register".

- Log In:** Contains fields for "Username" and "Password", a "Forgot Password" link, and a "Log In" button.
- Register:** Contains a heading "Register", a sub-heading "Registering allows you to access your account information online.", a bulleted list of benefits, and a "Register" button.

Below these sections is a separate button labeled "Pay Bill Without Logging In".

Log In	Register
<p>Username</p> <input type="text"/>	<p>Registering allows you to access your account information online.</p> <ul style="list-style-type: none">• View and pay bill• Manage notifications• View usage history• View billing history• Sign up for eBilling• Sign up for auto payment
<p>Forgot Password</p> <input type="button" value="Log In"/>	<input type="button" value="Register"/>

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@Logiccsolutions.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

Please enter the information below to link your utility account to your online profile. Your account number can be found on the right corner of your Utility Billing Statement.

Account Number Example: 1234560098
How to Enter Account Number: 123456.00 98

Account Number

Alias

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 just 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

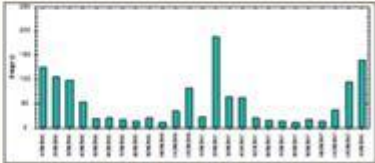
Account: 123456789.00 98
No Payment Due

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](#)

QuickPay Choose Bill

Enter the Account number from your utility bill and then click on the **Next button**.

Choose Bill

Please enter the account information to begin paying on your account. Your account number can be found on the right corner of your Utility Billing Statement.

Account Number Example: 1234560098
How to Enter Account Number: 123456.00 98

Account Number

[Cancel](#)

Verify name and service address click on the **Yes** button.

Choose Bill

Please verify the information below is correct, and choose the amount to pay.

Name
Service Address

Select **Due now**, balance due or other amounts and select payment method.

American Express, Discover, Master Card, Visa. - Click **Check Out**

Choose Payment Amount

<input checked="" type="radio"/> Due Now	\$96.77
<input type="radio"/> Balance Due	\$96.77
<input type="radio"/> Other	\$ <input type="text" value="0.00"/>

Choose Payment Method

Payment Method

[Cancel](#)

Verification of payment method.

Click Checkout

Enter Card or Checking information to complete transaction.

Total Amount Due: \$96.77

* 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

Send email receipt.

Create a profile using this email address. Temporary password will be emailed.

Email Address

[Cancel](#)

Submit Payment

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