

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 displays a user interface with two main sections: "Log In" and "Register".

- Log In:** Contains input 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".

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 Gas, 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	
Due Date	2/10/2018	Pay Bill

Automatic Bill Pay

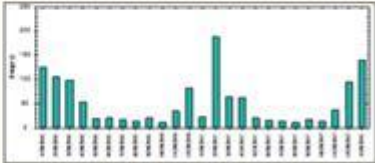
This account is not enrolled.

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](#)

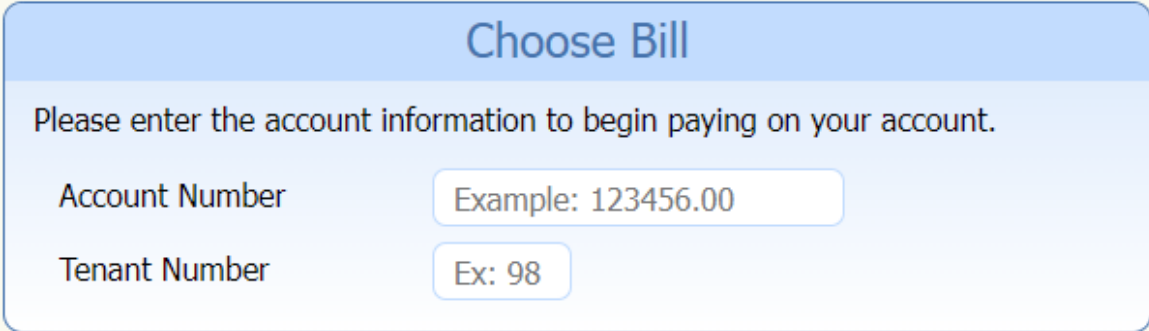


View Larger

QuickPay Choose Bill

Click on the type of bill you wish to pay or click on the **Cancel link** to return to the Login page.

Enter On the next screen displayed enter the Account number from your utility bill and then click on the **Next button**.



Choose Bill

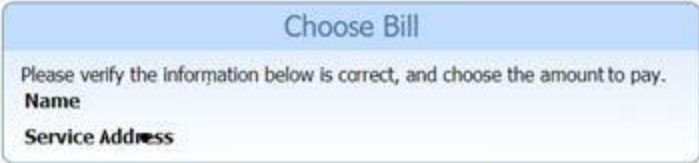
Please enter the account information to begin paying on your account.

Account Number

Tenant 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, or E-Check

Click checkout.

Choose Payment Amount

Due Now \$ 608.51

Balance Due \$ 608.51

Other \$

Choose Payment Method

Payment Method

[Cancel](#)

Verification of payment method and convenience fee.

Payment Method [Change](#)

Visa

Utility (100801.00 97)	\$608.51
Convenience Fee	\$17.95
<small>- Your account will be charged a convenience fee of \$2.50 for all payments up to \$85.00, or a fee of 2.95% for all payments above \$85.00. This will result in two separate charges, the convenience fee to the payment processing company for this service, and the bill balance to the Town of Black Creek.</small>	
Total	\$626.46

Enter Card or Checking information to complete transaction.

Total Amount Due: \$626.77

*** 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](#)

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