

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

1. Click on “Citizen Self Service” from the left menu

Citizen Self Service 

2. Click on “Utility Billing” from the left menu

Utility Billing 

3. Type Account Number and Customer ID (number) and click Search
(This information is provided on your water bill)

Utility Billing

Please provide the information exactly as it appears on your bill.

Account Number*

Customer ID *

Remember these values
(not recommended on public or shared devices)

Search

Reset

4. Click “Manage Bills”

Utility Billing

Search Results

[Modify Search](#) | [New Search](#)

1 found

Customer Name	Service Address	Account Number	Customer ID	Parcel ID	 Manage Bills
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX	XXXX	XXXXXXXXXXXX	

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

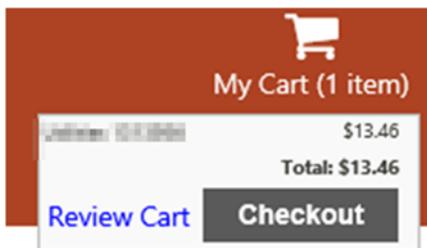
5. Click "Add to Cart"

Show Past Bills	
Balance Due	
\$13.46	Bill Details
Total Due: \$13.46	

Add to Cart

select bills you would like to pay now, then click "Add to Cart"

6. Click "Checkout" (Located in the upper right hand corner of screen)



7. Enter the Billing Name/Address (for the card you will use) and click "Continue"

Pay Bills

Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	<input type="text" value="Park Ridge Water"/>
Last name *	<input type="text" value="Park Ridge Water"/>
Address line 1 *	<input type="text" value="601 Water Place"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="Park Ridge"/>
State *	<input type="text" value="IL"/>
Zip code *	<input type="text" value="60068"/>
Contact phone number *	<input type="text" value="847-216-6633"/>
E-Mail *	<input type="text" value="ebrown@parkridge.us"/>

Continue

Cancel

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

8. Click "Continue" again (During this step you can modify the payment amount)

Due Now	Payment Amount
\$13.46	\$ <input type="text" value="13.46"/>

[Continue](#) [Cancel](#)

9. Enter your card details and Click "Next Step: Review Payment"

JetPay

Make A Payment - Payment Information - Illinois: City of Park Ridge

[Cart Information](#) [Payment Information](#)

[Payment Information](#) [Shopping Cart](#)

Please select your Payment Method

Credit Card

Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Zip Code

Amount Due \$ 13.46

Payment \$ 13 . 46

[Utility Bills](#) \$13.46

[Subtotal](#) \$13.46

[Projected Card Fee](#) \$0.00

Payment Details

[Utility Bills](#) \$13.46

[Cancel Transaction](#)

[Back to Payment Information](#) [Next Step: Review Payment](#)

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

10. Click the checkbox to agree to the “Payment Terms of Service” and then click “Make Payment”

The screenshot shows the JetPay website interface for reviewing a payment. At the top, the JetPay logo is visible. Below it, a yellow banner contains the text "PAYMENT TERMS OF SERVICE". The main heading reads "Make A Payment - Review Payment - Illinois: City of Park Ridge". There are two tabs: "Cart Information" and "Payment Information".

The "Review Payment" section contains a table with the following data:

Item	Amount
Utility Bills	\$13.46
Total Amount Due:	\$13.46
Card expires 03/2019	(\$13.46)
Total Payment Methods:	(\$13.46)

Below the table is a "Billing Contact Information" section with redacted fields. At the bottom of this section, there is a checkbox that is checked, with the text: "I agree to the [Payment Terms of Service](#) and authorize this payment."

At the bottom of the review section, there are two buttons: "Back to Payment Method" and "Make Payment".

The "Shopping Cart" section on the right shows:

Utility Bills	\$13.46
Subtotal	\$13.46

Below the shopping cart is a "Payment Details" section showing "Utility Bills \$13.46" and a "Cancel Transaction" button.

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

11. Print or Save your Receipt

JetPay Login

Make A Payment - Receipt - Illinois: City of Park Ridge

Thank You for Your Payment
Approved
2/13/2019 3:34 PM Central Standard Time

Customer Name [REDACTED]

Effective Date
2/13/2019

Approved [REDACTED]

Item	Amount
Utility Bills	\$13.46
Subtotal:	\$13.46
Total Charged to: Visa [REDACTED] expires 03/19	\$13.46
Total Amount Paid:	\$13.46

Collection Mode: Web

Payment Details
Utility Bills
[REDACTED] - \$13.46