

# PAY WATER BILL ONLINE

Go to: [www.parkridge.us/waterbill](http://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](http://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)

My Cart (1 item)

\$13.46

Total: \$13.46

Review Cart Checkout

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

- Phone number format must be: XXX-XXX-XXXX

## 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"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text"/>
State * two letter abbreviation	<input type="text"/>
Zip code *	<input type="text"/>
Contact phone number *	<input type="text"/>
E-Mail * for your e-mail confirmation	<input type="text"/>

Continue

Cancel

# PAY WATER BILL ONLINE

Go to: [www.parkridge.us/waterbill](http://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](#)

At this point, you will be redirected to Illinois Epay site (you should not be prompted to login).

9. Click "Next Step: Add Payment Method"

The screenshot shows the Illinois Epay website interface. At the top, there is a banner for Illinois Epay with the text "Convenience and Security in Every Transaction" and a photo of Michael W. Frerichs, Illinois State Treasurer. Below the banner is the Park Ridge logo. The main content area is titled "Make A Payment - Payment Information - Illinois: City of Park Ridge". There are two tabs: "Cart Information" (green) and "Payment Information" (blue). The "Billing Contact Information" form is active, with fields for Name, Address, Street Address Continued, City (PARK RIDGE), Country (United States), State (Illinois), Postal Code (60068), Email\*, and Mobile Phone. To the right, the "Shopping Cart" section shows "Utility Bills" for \$83.89 and a "Subtotal" of \$83.89, with a "Cancel Transaction" button. At the bottom of the form, there is a green button labeled "Next Step: Add Payment Method" with a right-pointing arrow, which is highlighted by a red arrow pointing left.

# PAY WATER BILL ONLINE

Go to: [www.parkridge.us/waterbill](http://www.parkridge.us/waterbill)

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

The screenshot shows the JetPay online payment interface. At the top, the JetPay logo is visible. Below it, the page title is "Make A Payment - Payment Information - Illinois: City of Park Ridge". The interface is divided into two main sections: "Payment Information" (left) and "Shopping Cart" (right).

**Payment Information Section:**

- Please select your Payment Method:** A radio button is selected for "Credit Card".
- Name on Card:** A text input field with a dropdown arrow and a close button (X).
- Card Number:** A text input field with a dropdown arrow and a close button (X).
- Expiration Month:** A dropdown menu.
- Expiration Year:** A dropdown menu.
- Security Code:** A text input field with a dropdown arrow and a close button (X).
- Card Zip Code:** A text input field.
- Amount Due:** A text input field showing "\$ 13.46".
- Payment:** A text input field showing "\$ 13 . 46".

**Shopping Cart Section:**

- Utility Bills:** \$13.46
- Subtotal:** \$13.46
- Projected Card Fee:** \$0.00
- Payment Details:** Utility Bills \$13.46
- Cancel Transaction:** A button with a close icon (X).

At the bottom of the page, there are two buttons: "Back to Payment Information" and "Next Step: Review Payment".

# PAY WATER BILL ONLINE

Go to: [www.parkridge.us/waterbill](http://www.parkridge.us/waterbill)

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

The screenshot shows the JetPay online payment interface. At the top, the JetPay logo is visible. Below it, the page title reads "Make A Payment - Review Payment - Illinois: City of Park Ridge". The interface is divided into two main sections: "Cart Information" and "Payment Information".

**Review Payment Section:**

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

**Billing Contact Information:**

[Redacted contact information]

I agree to the [Payment Terms of Service](#) and authorize this payment.

Navigation buttons: [Back to Payment Method](#) and [Make Payment](#)

**Shopping Cart Section:**

Utility Bills	\$13.46
<b>Subtotal</b>	<b>\$13.46</b>

**Payment Details:**

Utility Bills  
\$13.46

[Cancel Transaction](#)

# PAY WATER BILL ONLINE

Go to: [www.parkridge.us/waterbill](http://www.parkridge.us/waterbill)

## 12. 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 

Effective Date  
2/13/2019

Approved 

Item	Amount
Utility Bills	\$13.46
<b>Subtotal:</b>	<b>\$13.46</b>
<b>Total Charged to:</b> Visa  expires 03/19	<b>\$13.46</b>
<b>Total Amount Paid:</b>	<b>\$13.46</b>

Collection Mode: Web

---

**Payment Details**  
Utility Bills  
 - \$13.46