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

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)**

🛒

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"**
   a. **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 *	
Last name *	
Address line 1 *	
Address line 2	
City *	
State * two letter abbreviation	
Zip code *	
Contact phone number *	
E-Mail * for your e-mail confirmation	

Continue   **Cancel**

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

Due Now	Payment Amount
$13.46	$ 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"**

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

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

PAY WATER BILL ONLINE

Go to: www.parkridge.us/waterbill

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

PAY WATER BILL ONLINE

Go to: 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
Subtotal:	$13.46
Total Charged to: Visa ▓▓▓▓ expires 03/19	$13.46
Total Amount Paid:	$13.46

Collection Mode: Web

Payment Details

Utility Bills

▓▓▓▓▓▓ - $13.46