

# HOW TO MAKE A QUICK ONE-TIME PAYMENT ONLINE

1

Using the new EZ-PAY portal, **LOOK UP** your account using your 14 digit account number without the dash and your 5 digit mailing ZIP Code.

Enter your account info below

Account Number  
Account Number  
Mailing ZIP Code  
Mailing ZIP Code



Your **ACCOUNT NUMBER** and **MAILING ZIP CODE** can be found on your bill.

2

Overview for Account Number 12345671234567			
Amount Due	Due Date	Invoice No	Amount Due
\$103.94	Dec 02, 2020	12345671234567	\$103.94
			<b>Total \$103.94</b>

Select Option  
 Pay \$103.94  
 Enter a payment amount  
 Pay with Cash

Add to Cart

**ADD** a payment amount to your cart then go to checkout.

Add to Cart

3

**ENTER** your bank account or card information, **SELECT** your receipt delivery method, then **REVIEW AND CONFIRM** your payment.

Payment Options

Items	Payment Amount	Payee	Account Number	Invoice No	Amount
1	\$103.94	The Pittsburgh Water and Sewer Authority	12345671234567	BILL000000000000	\$103.94
					<b>Total \$103.94</b>

How would you like to pay?

Bank Account >

Debit / Credit Card >

How would you like to pay?

Bank Account

Debit / Credit Card >



**DONE:** **SAVE** your payment confirmation number.

