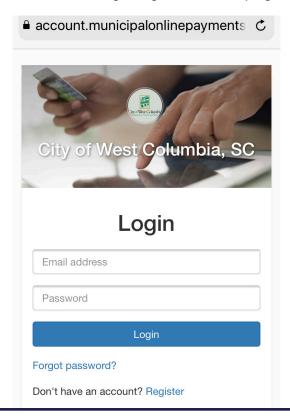
City of West Columbia's Step by Step Instructions for

ENHANCED ONLINE BILL PAY



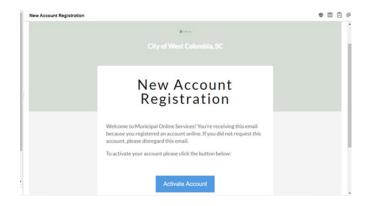
1. Click on "Login/Register" at the top right of the page.



2. Fill in the information and click on "Register". You will receive an email to confirm your account.

City of West Columbia, SC Register Email required	You do not have any Utility Billing accounts associately your membership. Add an Account Add an account to access the following features:		
		john.smith@example.com	View account detail Transaction history Address info
		Password required	 Account info
Password	Consumption history Sign up for e-Billing		
Name	Manage multiple accounts		
John Smith	Online Services		
Phone number	 Utility Billing Home Manage Accounts		
555-123-9876	Sign up for e-Billing Sign up for reminders		
Register Cancel			

3. Activate your new account.



- 4. Login, go to the Utility Billing Tab You will need your:
- Account Number
- Last Payment Amount

Account Number Please include all dashes. For example: 01-010101-01 Last Payment Amount * Add Account Cancel

5. You can then access billing history, account information, payment options, and more!







