

How to Pay a Bill using the Online Portal

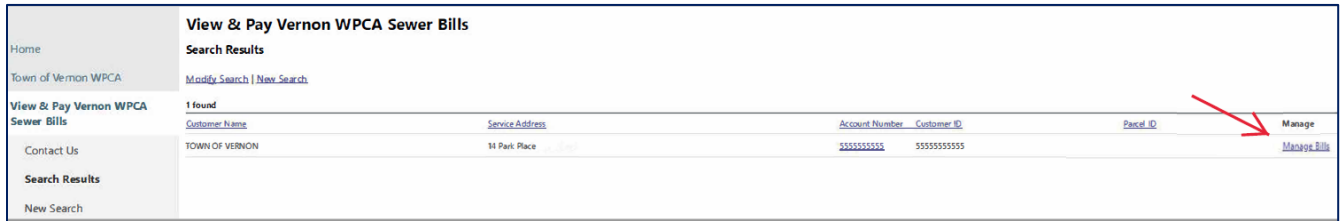
1. Go to the [Online Payment Portal](#)
2. Select Town of Vernon WPCA from the left side bar

3. Now select "View & Pay Vernon WPCA Sewer Bills" from the left side bar

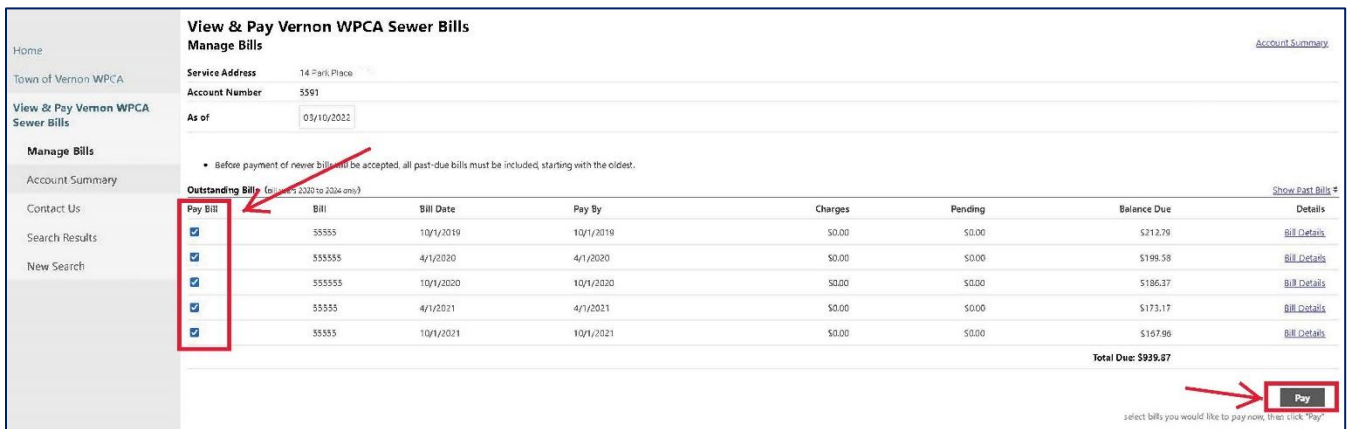
4. Use your bill to find your Account number and customer ID to enter into the search fields and then click on the search button

Customer Name	Service Address					
TOWN OF VERNON	14 PARK PLACE					
Bill Number	Due Date	Account Number	Customer Number	Delinquent On		
5555555	4/1/2022	555555555	555555555	5/3/2022		
Charge Description	Unit ID	Billing Period	Meter Number	Units	Usage (1,000 gals.)	Charge Amount
SEWER METER USAGE COMMERCIAL		07/01/2021 THRU 12/31/2021	000555555	1	45	272.10

- Once on the search results screen select the manage bills link on the right-hand side of your account



- From here you will see a list of all of the bills you have due, use the check box on the left to indicate what bills you are looking to pay and then select the pay button. (Please note you are required to pay the oldest bills first)



- If **not** paying the total amount due, adjust the amount you would like to pay in the payment amount box and click on the continue button



8. This will bring you to the payment website, here you will be prompted to put in your e-mail and click continue

9. Now you can input your day time phone number and payment method and select continue

10. Review your payment information, check off the authorize box and select the pay button. Now your payment will process and a confirmation page will appear. You can either print or return to the town's website.