

HOW TO LOGIN AND REGISTER FOR THE WEB PAY

If you have Registered before, click “Login” on the Payment Portal screen to open Jefferson County Public Service District’s Web Pay screen. If you have not registered previously, you’ll need to Register by clicking on the “Register” button on the Payment Portal screen.

In the Register window, insert your account number and then insert your service location EXACTLY the way it appears on your monthly bill. Service location and Account Number can be found on the upper right corner of your monthly bill.

Next create a user name and password. You’ll use this same user name and password to Login to this site each time. Once complete click “Submit”.

Once registered, click on “Login” to open the “Pay Utility Charges” screen. Total Amount Due will be shown. You have the option of paying the Total Due or an Other Amount and click “Next”. Then choose your payment option, which can be a credit card or electronic check (ACH) and click “Next”.

If you choose the “Credit/Debit Card” method, no fields are provided at this time. To enter your card information, click “Submit” and you will leave this site and be connected to a secure server hosted by Bluepay to enter your credit card information and submit your payment.

*****Web pay screen layouts shown below to provide additional details:**

- Once you are logged in you will see the screen below. Click “Pay Utilities” on left hand side of the screen.



- Then the following screen will appear: Select “Total Due” or enter “Other Amount” then click “Next”.

Pay Utilities ×

To make a payment, select one of the payment options below and press the "Continue" button. You will have an opportunity to review your payment.

Payment Amount:

 Total Due \$82.80

 Other Amount

Utility Charges

Location	Billing	Billing Date	Type	Adj
Service Location	3000	11-15-2016		

- Clicking "Next" gives you the option to select the method of payment.

Pay Utilities ×

To make a payment, select one of the payment options below and press the "Continue" button. You will have an opportunity to review your payment.

Payment Method:

 Credit / Debit Card

 Electronic Check (EFT / ACH)

- When you select the "Credit/Debit Card" method, no fields are provided at this time so click "Submit" to enter your credit card information.

Pay Utilities ×

Please review your payment. To make changes to your payment, click or tap the "Previous" button above. To accept these details, click or tap the "Submit" button above.

Payment Amount: \$2.00

Account Type: Credit Card

- After selecting "Submit" you will leave this site and will be connected to a secure server hosted by Bluepay to enter your credit card information and submit your payment.