

# You can now pay your City of Blue Lake water and sewer bill online!

A Credit/Debit Card convenience fee applies –

It is \$3.00 for purchase up to \$113.00 or 2.65% for amounts over \$113.00.

## Instructions with screen shots of a sample payment transaction -

- 1) Please make sure you enter the correct account number and physical service address in the First Screen.

**Select Payment Item**  
You are currently in the City of Blue Lake, CA Department.

**Select Payment Item**  
Utility - Water/Sewer Payments

**Payment Item Detail**  
Enter your Account Number into the provided field and click Add Item to continue.

Payment Item	Amount	Credit Card Payment Descriptor
Utility - Water/Sewer Payments	\$ 78.90	City of Blue Lake - General

**Add'l Data:**  
\* Indicates a required field

Name: \* Harry Potter  
Address1: \* 123 First Street  
Address2:  
City: \* Blue Lake  
State: \* CA  
Zip: \* 95525

Notes: Use the account number -person's name and physical address that are on your payment stub

**Log In (Not Required)**  
Have a Login? Log into your account to see payment history or update your profile.  
No login? Create an account below, or skip this step to process your payment without a user account.


Email: \*  
Password: \*

Remember me

[CREATE ACCOUNT](#)  
[FORGOT PASSWORD](#)

- 2) The Second Screen shows the amount that you are paying. Please make sure you entered the correct amount before clicking CONTINUE →

City of Blue Lake, CA LOG OUT

 Transaction - Sale


**SELECT DEPARTMENT**  
City of Blue Lake, CA

**SELECT PAYMENT ITEM**

**TRANSACTION SUMMARY**

Payment Item	Reference Number	Amount	
Utility - Water/Sewer Payments		\$78.90	<a href="#">Remove</a>
<b>Total:</b>		\$78.90	

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- 3) Enter Information about the Credit or Debit Card. Be sure to use the persons name, physical address, or mailing address associated with the card. Then click Process Sale →



## Transaction - Sale

- RUN TRANSACTIONS
- ERROR LIST
- RETURN
- SALE
- VOID
- TODAY'S ACTIVITY
- HISTORICAL ACTIVITY
- ACCOUNT SETTINGS
- REFERENCE GUIDE

### TRANSACTION SUMMARY

Payment Item	Reference Number	Amount
Utility - Water/Sewer Payments		\$78.90
NPS Convenience Fee (Non-refundable)		\$3.00
<b>Total:</b>		<b>\$81.90</b>

EDIT ITEMS

### ENTER PAYMENT/BILLING INFORMATION

Credit Card

SWIPE CARD

**Key Enter Card Information**

First Name:

Last Name:

Card Number:

Exp Date:

Street Address:

Zip Code:

CSC:

\* Fill in required fields, then press the Process Sale button below to Complete Transaction.

CANCEL SALE

PROCESS SALE

- 4) The last Screen will confirm your payment and give you an authorization number and options to print or email yourself a copy of the receipt.

You can still mail checks to P.O. Box 458 Blue Lake CA 95525

You can still put checks in the White Drop Box in the parking lot. (please include the payment stub so we can credit the correct account)

Paying by Cash: You may pay by cash by putting your water /sewer payment stub and the exact amount you owe in an envelope and put it in the Mail Slot by the Front Door. We can email you a receipt or supply one upon request.