e-Billing: Making a one-time payment

1) Go to www.novec.com and log into your account using your email address and password in the blue box or the Sign In button at the top right of the screen.
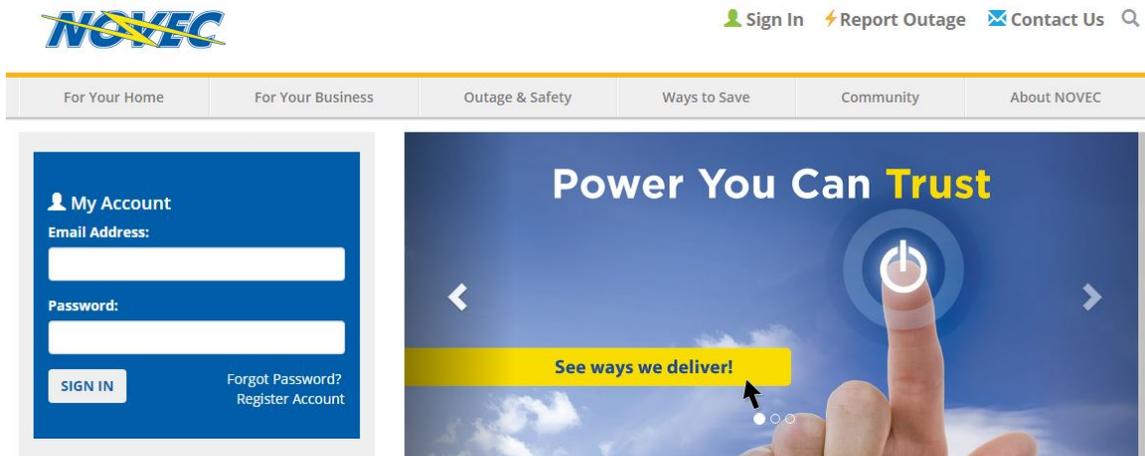
2) You will see your account dashboard. Click Pay My Bill.
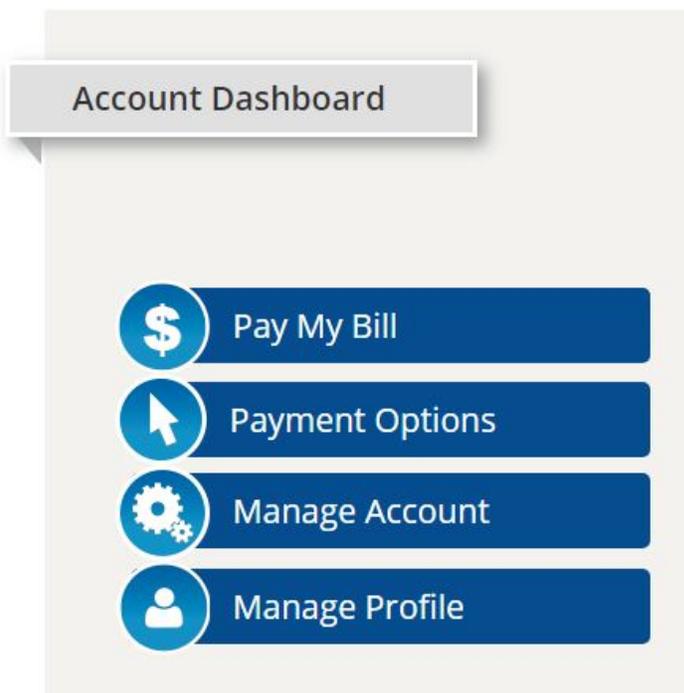
3) You are now in the e-Billing system. Click the menu (three horizontal lines) in the top left. This will open the gray sidebar.
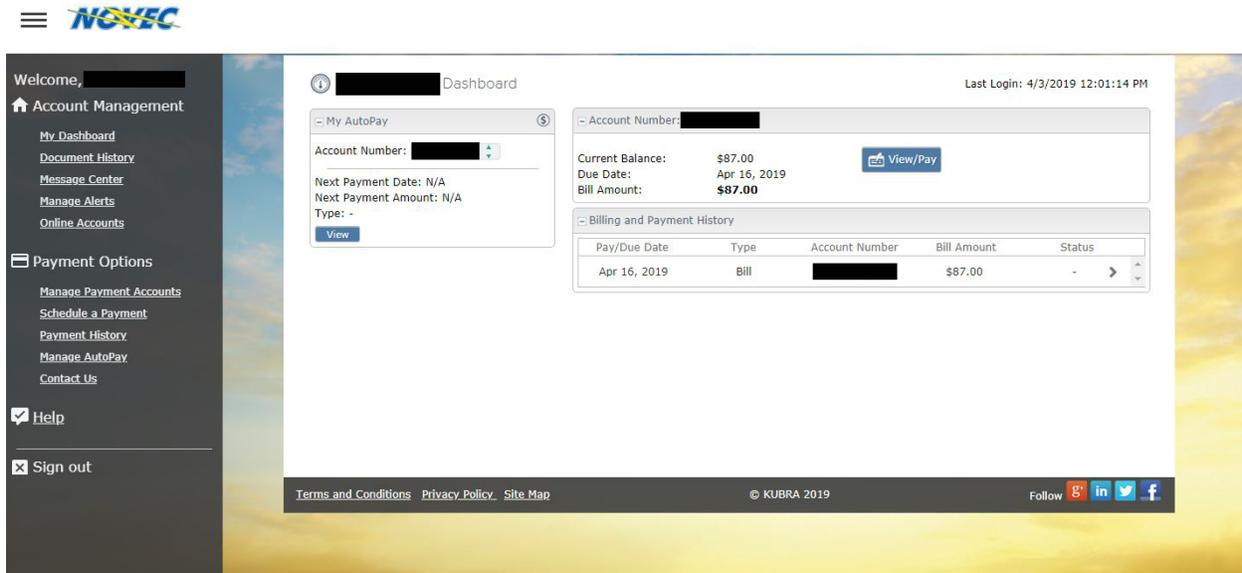
To minimize the menu so you can view the entire page, click the menu icon again or anywhere in the shaded gray area.

Please note that before a one-time payment can be made, you must have already entered your bank account payment information. Please refer to our e-Billing: Adding Bank Payment Information help guide.

4) You can make a <u>one-time</u> payment from either 1) <u>My Dashboard</u> or 2) <u>Schedule a Payment</u> in the side menu.

a. If you select <u>My Dashboard</u> for a one-time payment, you will see the screen shown below. Click the blue <u>View/Pay</u> button to begin making your payment.

***Remember to minimize the menu so you can view the entire page. Click the menu icon (three horizontal lines) or anywhere in the gray, shaded area to do so.**

The next screen is where you select the payment date and amount to pay. The banking account information is automatically populated. You will only need to select a payment account if you have multiple bank accounts on file.

The system defaults to Pay ASAP (the current date) and to pay the total account balance. If you wish to change either of these, select the option you want and if necessary, enter an alternate payment date or payment amount. Verify that the information is correct, then click Submit.

You will now see the screen below, where you can review and confirm the payment information you entered. If everything is correct, click Submit again.
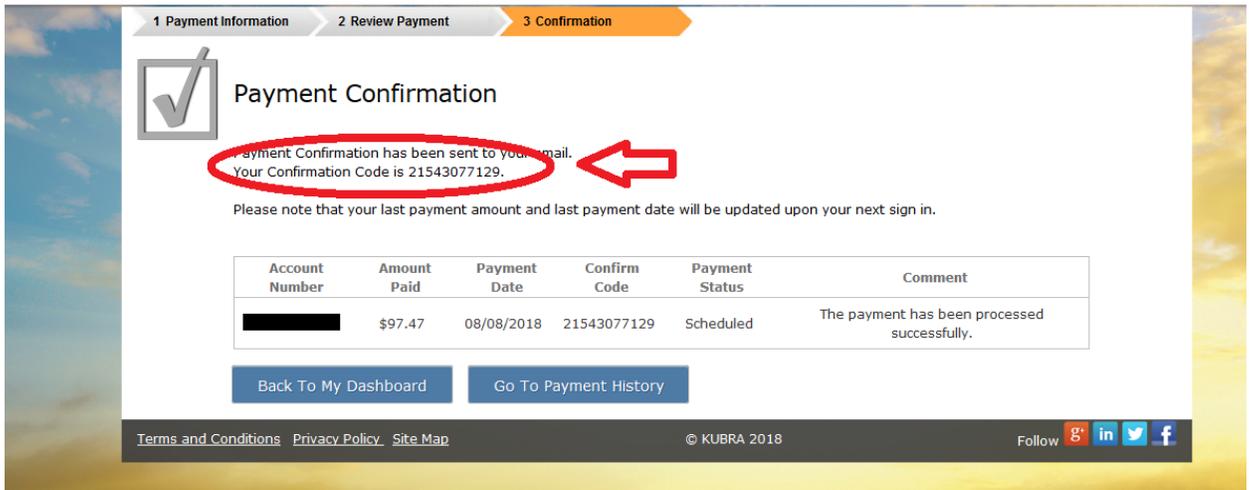
The screen above confirms the payment has been processed successfully. You can navigate back to your dashboard or to your payment history by clicking either of the blue buttons at the bottom of the page. You will see the "scheduled" status for that payment in both places.

b. If you select <u>Schedule A Payment</u> for a one-time payment, you will see this screen:

Select the check box of the bill you want to pay, then click <u>Pay Selected.</u>
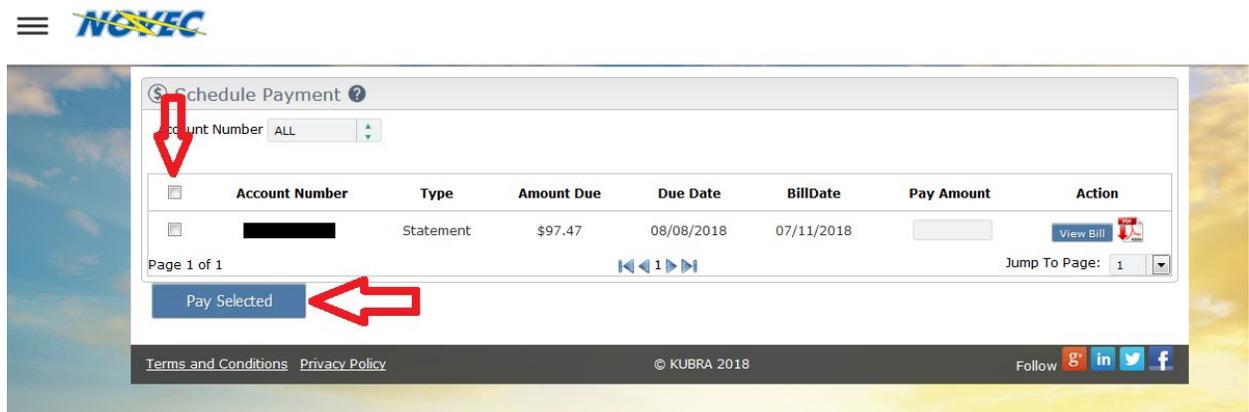
You will then follow the rest of the steps listed above in 4a.