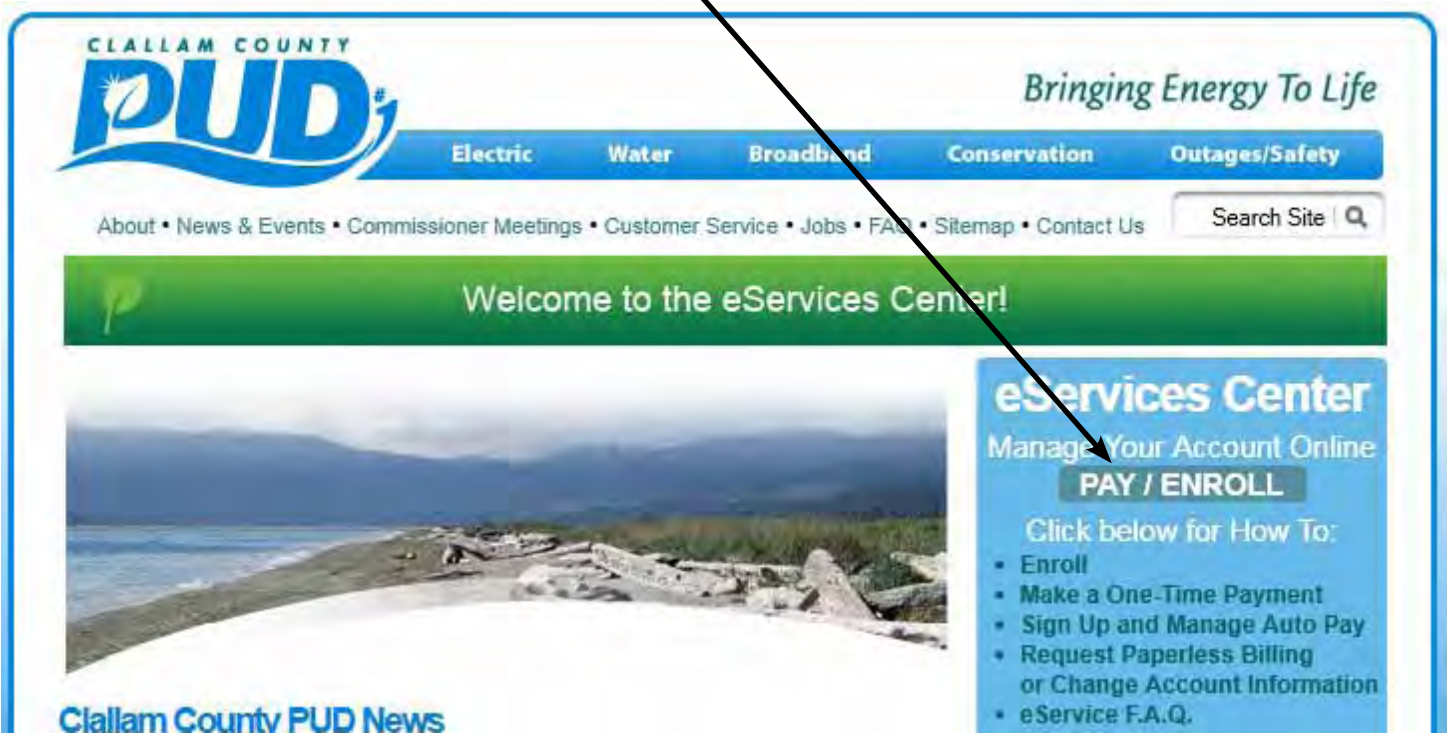
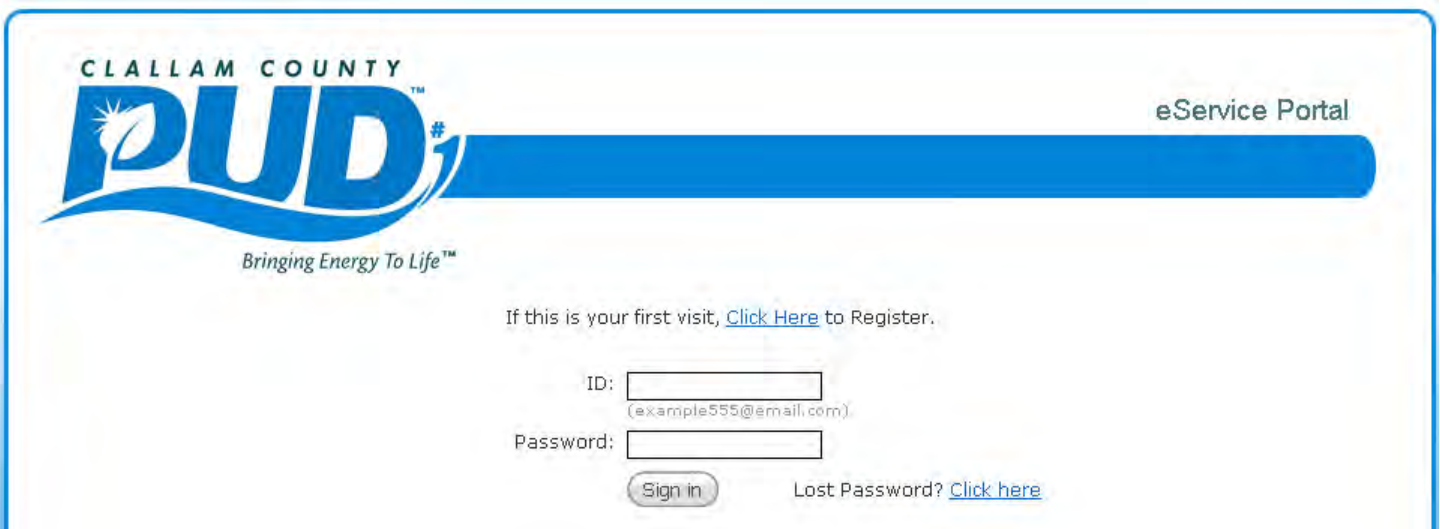


### I. Sign In


From the PUD homepage, click the “PAY/ENROLL” button to access the eService Portal.



Upon being directed to the Sign In page, enter your ID (your e-mail address) and the password you created during enrollment. Click the “Sign In” button to continue.



The View/Pay Bill screen will appear, which shows a summary of the information about all accounts under your name. There are also links in the blue bar at the top to the "Edit My Information" page and the "Auto Pay Options" page. See the other tutorials for details about each of these pages.



**CLALLAM COUNTY**  
**PUD**<sup>TM</sup>  
*Bringing Energy To Life*<sup>TM</sup>




eService Portal

[View/Pay Bill](#) [Edit My Information](#) [Auto Pay Options](#) [Web Pay History](#) [Log Off](#)

Welcome Test Account

**\*\*\*\*\*PLEASE READ BEFORE PAYING\*\*\*\*\***  
**THIS SCREEN IS FOR ONE TIME PAYMENTS ONLY.**  
**IF YOU WISH TO REGISTER FOR AUTO PAY SELECT IT FROM THE MENU BAR ABOVE.**  
**ENTERING INFORMATION ON BOTH SCREENS WILL CAUSE YOUR BILL TO BE PAID TWICE.**

You may view and pay your bill below. If you wish, you may change the amount in the Payment box.

Summary							
Account	Service Address	Last Payment Date	Amount Paid	Amount Due	Due Date	Payment	View Bills
7	2431 E. Highway 101	2011-05-12	\$104.00	\$0.00	2010-05-03	\$ <input type="text" value="0.00"/>	
8	2431 E. Highway 101	2011-05-12	\$99.00	\$0.00	2010-04-19	\$ <input type="text" value="0.00"/>	
9	2431 E. Highway 101	2011-06-01	\$45.00 <span style="color: red; font-size: small;">Pending</span>	\$10	2010-05-03	\$ <input type="text" value="10"/>	
<b>Payment Total</b>						<b>\$10.00</b>	

## II. View/Pay Bill

In this screen, you will see a listing of all accounts under your name, listed by account number, last payment date and the amount paid, current amount due and due date. The final two columns are interactive:

- In the Payment column **1**, you can enter the amount you would like to pay for each account if it differs from the amount due.
- The View Bills column **2** at far right is where you can access current and past statements for each account. Click on the magnifying glass symbol to view statements for each account. (Adobe Reader required)

### To make a one-time payment:

- 1) Enter the amount you wish to pay into the Payment field in the Payment column for each account.
- 2) Select a credit/debit card that you may have saved from a previous session, OR, fill in the fields in the bottom section with your credit/debit card information.
- 3) If you received a disconnect notice, check the box to indicate that this payment is in response to the notice.
- 4) If you would like to save this card information for use in the future, click "Yes", otherwise click "No." Fill in a nickname for your card in order to easily identify it if you add more cards later.
- 5) Click the "Continue" button.

Account	Service Address	Last Payment Date	Amount Paid	Amount Due	Due Date	Payment	View Bills
7	2431 E. Highway 101	2011-05-12	\$104.00	\$0.00	2010-05-03	\$ 0.00	
8	2431 E. Highway 101	2011-05-12	\$99.00	\$0.00	2010-04-19	\$ 0.00	
9	2431 E. Highway 101	2011-06-01	\$45.00 Pending	\$10	2010-05-03	\$ 10	
<b>Payment Total</b>						<b>\$10.00</b>	

### One-Time Payment

Credit or Debit Card Number:



We accept Visa, Master Card and Discover Card.

Expiration Date: 01 January 2011

CVV2:  [What Is CVV ?](#)

Name As It Appears On Card:

Card Billing Address:

Card Billing City:

Card Billing State:

Card Billing Zip Code:

NOTE: Check here if this payment is based on a disconnect notice you received.

Save payment method for later use?  Yes  No

Nickname for this card (example: Household Debit)

## II. View/Pay Bill (continued...)

5) You will have one more opportunity to review your information. This will vary depending on whether you have entered new card information or have selected a saved card. If the information is correct, click the “Authorize” button only once to complete your payment.

Account	Service Address	Last Payment Date	Amount Due	Payment	Actions
7	2431 E. Highway 101	2011-05-12	\$ 0.00	\$ 0.00	
8	2431 E. Highway 101	2011-05-12	\$ 0.00	\$ 0.00	
9	2431 E. Highway 101	2011-06-01	\$ 10	\$ 10	
<b>Payment Total</b>				<b>\$10</b>	

**Payment Information** SCROLL DOWN TO AUTHORIZE. PAYMENT IS NOT COMPLETE UNTIL IT IS AUTHORIZED.

Credit Card Number: \*\*\*\*\*5454  
 Expiration Date: Month: 07 Year: 2011  
 CVV2: 123  
 Name As It Appears On Credit Card: PUD  
 Credit Card Billing Address: PO Box 1090  
 Credit Card Billing City: Port Angeles  
 Credit Card Billing State: WA  
 Credit Card Billing Zip Code: 98362

Payments will show as PENDING until they post to your PUD account the next business day.

By clicking AUTHORIZE you are authorizing PUD #1 of Clallam County to charge your credit card for the above amount. Once authorized payments cannot be edited or canceled.

**Important Warnings:**

- Clicking the AUTHORIZE button more than once may create multiple charges to your card.
- Clicking the reload or refresh button may create multiple charges to your card.

6) You will be given a confirmation message that you can print as a receipt for your transaction.

This is your receipt. You may print it for your records.

**Receipt Information**

Account	Amount Paid
12345	\$ 1.00
Billing Name: <b>Test Account</b>	
Billing Address:	<b>2431 E. Highway 101</b>
Billing Zip Code:	<b>98362</b>
Credit Card:	<b>*****0000</b>
Expiration Date:	February 2014
Status:	Paid
Date:	2010-06-24

### III. Log Off

To exit the system, click on “Log Off” in the blue header bar at the top of the page. *Note: Be sure to click on “Log Off” and close your browser to ensure you have exited your session.*

