

# STEPS TO ENTER A PAYMENT IN UTILIPAY

**Page 1:**

**Account Lookup**

**Bayou Liberty Water Payment-206302**

**Account Lookup**

**Name on Account:\***

**Enter LAST NAME ONLY**

**Location #:\***

**Enter last 5 or 6 digits after the zeros on your bill**

**Click on Search for Account**

**Page 2:**

**Account Lookup Results**

**This page should show the account you searched for with the location number and last name. Click the box by the bill amount to select the account and then click the proceed to payment button.**

**Page 3:**

**A box will pop up saying that you have accessed a payment form for Bayou Liberty Water. Click the green button saying that you would like to continue to make a payment to Bayou Liberty Water.**

**This screen will allow you to enter your payment information. Under transaction information there is a box that will have the amount due on the account. You can pay this amount or if you would like to only pay a past due amount, change the number to the past due amount. If you would like to add credits to the account, change the number in the box to the amount you would like on the account.**

**Fill out the payment and billing information and click continue.**

**\*On the following page click Submit Payment. You will be emailed a receipt if you entered your email address on the previous screen.**