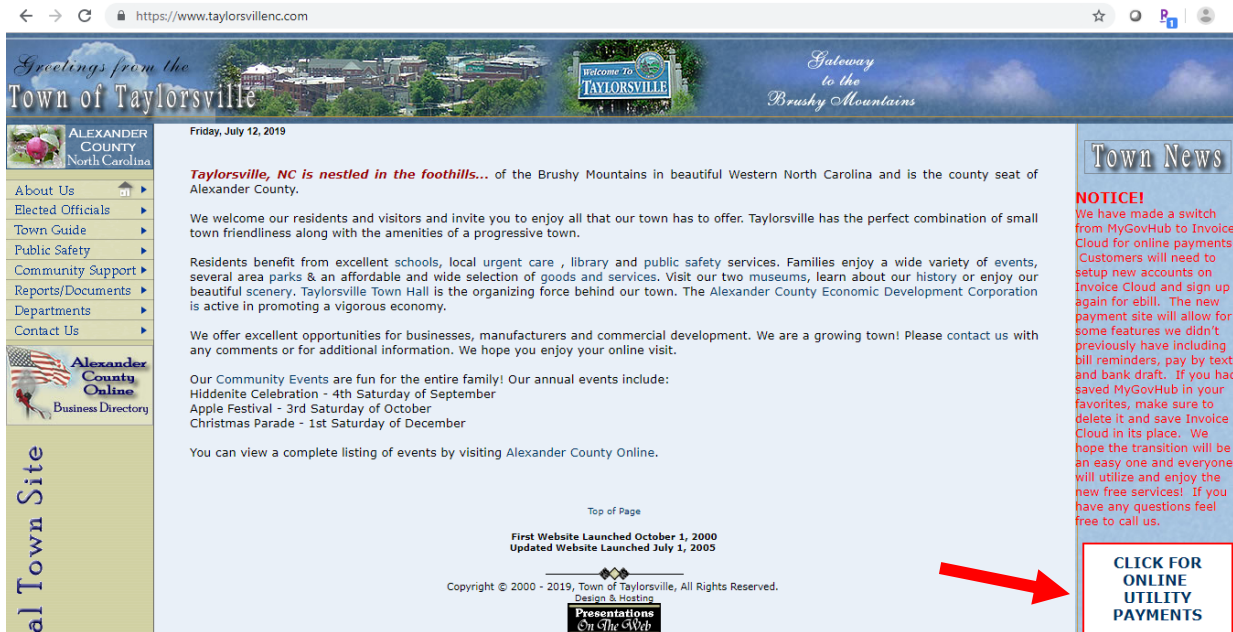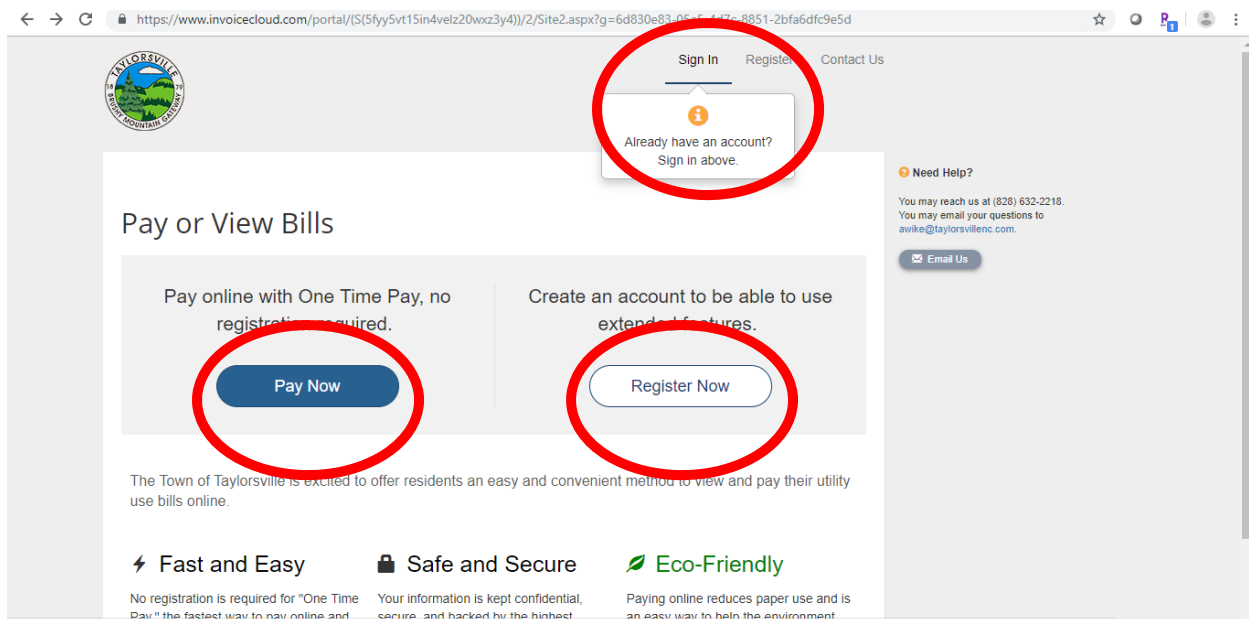# How to Pay Online

Visit our website at www.taylorsvillenc.com. Click on the button that says "Click for online utility payments"

You can either click the "Pay Now" button to do a quick payment, or "Register Now" to set up an account for access to the paperless billing, pay by text, and automatic payment features. Once you establish an account with invoice cloud you can click "Sign In" at a later date to access your account.

How to Pay Online

After Clicking the "Pay Now" button, it will ask you for your account number, last name, and secure code. For the account number you have to include all the zeros and the decimal (001234.00). The security code is the 5 characters below the secure code box. Then click "Search Invoices"

How to Pay Online

After clicking "Search Invoices", you should get a list of all the bills you currently have due. Click on the square next to the invoice(s) you want to pay. Then click "Add selected invoices to your cart". You can alternatively click "Register selected invoices" to setup an account at this point as well.

Once you click "Add selected invoices to your cart" you will see a list of all the invoices you have chosen to pay. Click "Proceed to Checkout" to get to the screen to input your payment information.

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At the drop down for "How would you like to pay" you have the option of credit card or electronic check. Under that you have the option to pay the full amount or choose how much you would like to pay. After choosing those options click "Continue to payment information".

Once you enter all the required information, click "Continue to review payment".

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On the review your information screen, you will see the payment information at the top. Below it you have the options to sign up for pay by text and paperless billing before processing your payment. If you don't want to sign up for these features, make sure there isn't any check marks in the boxes next to the features. Paperless billing automatically checks when the screen comes up.