

## New Credit Card Payment Option

The City of Kenai, in conjunction with Official Payments Corporation, is pleased to announce our new payment option for Water and Sewer Utility Bills.

- Credit Card payments are now accepted via a telephone-automated system and over the Internet.
- Official Payments Corporation, a payment service company, provides this service **and charges a \$3.50 convenience fee** for each transaction up to \$400.
- Credit Cards are **not** accepted at City Hall.
- Accepted Credit Cards are American Express, Master Card, Visa and Discover.

## EASY PAYMENT VIA TELEPHONE OR INTERNET

### HOW TO: By Telephone

You may utilize the telephone-automated service **by calling 1-877-832-6049.**

- You must have your **account number and bill in front of you.** You will be asked to enter information such as:

- \* **Payment Type of Bill (Water and Sewer utility bill only at this time)**
- \* **Account Number**
- \* **Daytime Phone Number**
- \* **Payment Amount**
- \* **Credit Card Number**
- \* **Zip Code where bill is received**

After the credit card number is entered, and you confirm the payment, a **confirmation number** will be given. **This number should be kept for your records.**

### HOW TO: By Internet

You may prefer to access the automated system on the Internet at **www.officialpayments.com**

- You must have your **account number and bill in front of you.** You will be asked to enter or select information such as:

- \* **Local payments, our jurisdiction code: 1209 and your zip code.**
- \* **Payment type Water and Sewer Utility Bill**
- \* **Name, Address, and Daytime Phone Number**
- \* **Account Number**
- \* **Credit Card Type, Number and Payment Amount**

- Follow the remaining steps to complete the transaction, then submit the Payment.

- The system will:

- \* **Tell you the total of your payment, including the appropriate fee**
- \* **Obtain approval of the charge**
- \* **Issue an onscreen confirmation number and an opportunity to print a digital receipt for your records.**