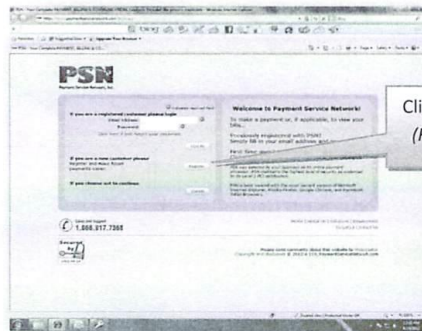


Barre Residents:
**How to Register for you
to Pay Your Bill Online**

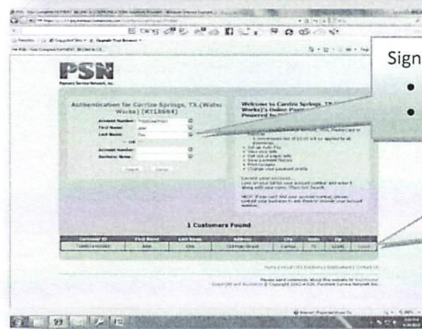


1



Click on Register (the first time you go online)
(Future payments, simply log in with your ID)

2



Sign in by entering:

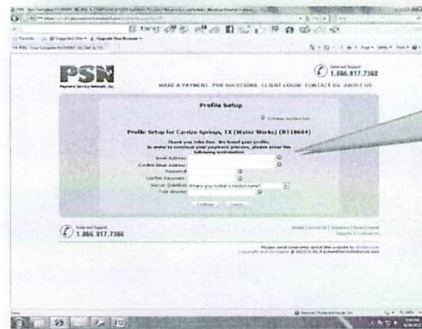
- Account Number (this is on your utility bill)
- Last Name

Once you hit Submit, your name should appear at the bottom

- Click on Select

If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call the utility office at 802-479-9391

3



Fill out the requested information and select Continue.
That's it. You can now view your bills and make a payment!

If you have questions on the amount of your bill or your account number, please call the utility office at 802-479-9391.

If you have questions on paying or viewing your bills online, please call PSN at 866.917.7368.

1. Setting up multi profiles to a primary profile: (customers screen)
 - a. Register into your primary account
 - b. Adding profiles will be performed from a primary account
 - c. Click on the left side of the page "Manage Profiles"
 - d. It will display your primary account in the middle of the page and below that you will click on the tab that says "Add Another Profile to RT20412)"
 - e. Have your account numbers that you wish to add to this profile handy! (Have all your statements available to see account numbers)
 - f. FOLLOW PROMPTS ON THE RIGHT SIDE OF THE PAGE.
 - g. "Account Number," "First Name" then "Last Name." personal accounts
 - h. "Account Number" then " Business Name"
 - i. Click on "Find Customer" button
 - j. This will bring up a pop-up of the name of the account and then if this is correct you will then click on the right side of the page the button that says "Link Customer."
 - k. YOU HAVE SUCCESSFULLY LINKED A PROFILE TO YOUR PRIMARY ACCOUNT!

When making a payment the screen would look like this then;

The screenshot shows a web browser window with the URL <https://www.rentopay.com/CustProfile/MultiCustPaymentPage.aspx?ItemsPhone&...>. The page displays customer information and payment options.

Customer Information:
 Company ID: RT18370
 Customer Name: CITY OF WEST BEND
 Customer ID: 1308000

Payment Methods:
 Available Methods:
 Account Type: -- Select Type --

Payment Details:
 Payment Account Profiles

Customer ID	Account Name	Address	Description	Balance Due	Payment	Total	Schedule Date
1308000	CITY OF WEST BEND	1214 N 9TH AVE (WELL # 12)	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
11181500	CITY OF WEST BEND	850 S SILVERBROOK DR	City of West Bend Utilities	\$18.70	<input type="checkbox"/>		7/25/2012
30262100	CITY OF WEST BEND	251 MUNICIPAL DR #B	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
27136500	CITY OF WEST BEND	925 KUESTER LN S	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
46109000	CITY OF WEST BEND	1600 BUCKINGHAM LN	City of West Bend Utilities	\$37.60	<input type="checkbox"/>		7/25/2012
16057500	CITY OF WEST BEND	1404 W OAK ST	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
46130000	CITY OF WEST BEND	1215 VOGT DR	City of West Bend Utilities	\$132.10	<input type="checkbox"/>		7/25/2012
34197000	CITY OF WEST BEND	1153 N MAIN ST	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
27144500	CITY OF WEST BEND	700 KUESTER LN N	City of West Bend Utilities	\$0.00	<input type="checkbox"/>		7/25/2012
Grand Total:							

Buttons:

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