

## **PAY YOUR SEWER BILL AUTOMATICALLY USING CREDIT/DEBIT CARD!**

You have the option to pay your Rogue Valley Sewer Services sewer bills automatically using your credit or debit card.

We will process the recurring payments on the billing due date (the 16<sup>th</sup> of the month or the first work day following the 16<sup>th</sup> if it falls on a weekend or holiday).

Login to your online account. Your email must be verified in order for these options to be available. Either go to the 'Make Payment' tab and follow the instructions in the Existing Payment Options box and make a payment, or click on the 'My Profile' tab, scroll to the bottom of the page, click the account number, click the box under Auto Payment of Bill, and click Submit.

To register your account online click the My Account tab and 'Sewer Account Access & Payment' button, click 'First time user? Register Now' and follow the instructions. Once you're logged in and your email has been verified (you should receive a verification email), follow the instructions above to set up recurring payments.

After the recurring payments are processed by RVSS, you will receive an email receipt with the charged amount.

If your payment is declined, you will receive an email notifying you that it was declined and that the recurring payments option has been deactivated and your payment card information has been removed. You will need to enter payment card information and select recurring payments again to continue paying your bill automatically.

If you are currently an ACH customer (you have submitted a voided check to us in order for us to have your sewer bill deducted from your checking or savings account every month or quarter), and you would prefer to have your payments made automatically using your credit or debit card, please contact our office to discontinue the ACH process. If you do not cancel the ACH process, you could end up paying your sewer bill twice—once through the ACH process and once through the recurring payments using your credit or debit card.

If you have any questions, please call us at 541-664-6300.