

## HOW TO ENTER ON-LINE PAYMENTS FROM HBS WEBSITE

Follow 4 easy steps to pay your trash bill

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**ACCOUNT DETAILS**

Please enter your account number as shown on your bill

Account No.:

Confirm Account No.

Please enter your street name and last/business name to find your customer id.

Street Name:

Last/Business Name:

Search Account No.

Tech Support Chat

You must enter your account number **OR** search by street name. Then click either **CONFIRM ACCOUNT NO.** or **SEARCH ACCOUNT NO.**

HB Hardin Billing

Technical Support: 877-558-7177

Home

PAY ONLINE

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**CONFIRM DETAILS**

MAKE PAYMENTS

Name: ROBERT & MELEAH HICKS

Customer Info

	Amount Due	Select	Amt. to Pay
1) Account No.: 18546	\$25.68	<input checked="" type="checkbox"/>	25.68

Total amount to pay \$25.68

Cell Phone No: 2709999999

Pay by Check

Pay by Credit Card

Tech Support Chat

Once the screen changes, it will tell you the **AMOUNT DUE** then have a **checkmark** in the **select box**. You **MUST** then **ENTER YOUR AMOUNT YOU WANT TO PAY or ACCEPT THE AMOUNT IN THE AMOUNT TO PAY BLOCK**. It will say under that **TOTAL AMOUNT TO PAY**. Once you have verified all that information, **ENTER YOUR PHONE NUMBER**, then you may click **PAY BY CHECK or PAY BY CREDIT CARD**.

### **\*\*IF YOU CLICK ON PAY BY CHECK**

*this screen will show and tell you that you **MUST** be a registered user to pay by check.*

2 3 4

DET

E-Check option is only available for registered users

If you are not a registered user click here to register yourself for E-Check.  
If you have already registered, kindly login and select the E-Check option from My Home page, click here to Login.

No Thanks

Total amount to pay \$25.68

Cell Phone No: 9999999999

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CREDIT CARD PAYMENT

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Verify Payment Details & Click on Make Payment

Amount Entered:	\$25.68
Service Charge:	\$2.50
Total Amount:	\$28.18

Make payment

NOTE: After clicking on the 'Make Payment' button, please DO NOT click on the browser back or refresh button.

Please Note: You will be charged a service fee for this transaction

501 Mulberry St.  
Elizabethtown KY 42701 USA  
www.hardinbillingservice.net

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Once you click what type of payment you are selecting this screen will come up.

**THIS IS WHERE YOU MUST VERIFY ALL THE AMOUNTS YOU WANT TO PAY INCLUDING THE SERVICE CHARGE ON THE PAYMENT OF \$2.50.**

**Then you will click MAKE PAYMENT.**

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CC Processor

Reference ID: 271814-Web  
Amount: \$28.18

Credit Card Number\*

Date of Expiration\* MM/YY Eg 09/2050

CVV Number\*

Card Holder Name\*

Zip Code\*

This Site is using Google ReCaptcha for validation.

Make Payment Cancel

Please DO NOT click on the browser back/close or refresh button.

This is the next screen where you must enter your credit card information or check information. **YOU WILL NOTICE AT THE TOP IT WILL TELL YOU THE AMOUNT OF THE PAYMENT ONCE AGAIN THAT WILL CHARGE YOUR CREDIT CARD OR CHECK.**

Once completed you will click **MAKE PAYMENT**.

**IF YOU HAVE MADE A MISTAKE AT ANY TIME, YOU CAN CLICK CANCEL AND THE PAYMENT WILL NOT PROCESS.**

There is also a **TECH SUPPORT BUTTON** , **HOME & a BACK BUTTON** on the right side of every screen except for this last one where you are actually processing the payment.