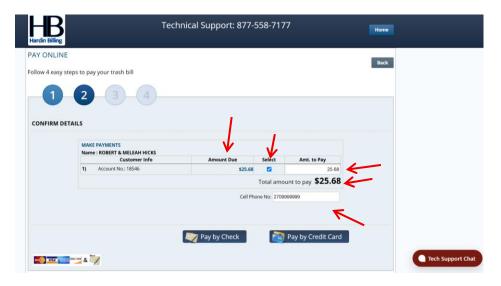# HOW TO ENTER ON-LINE PAYMENTS FROM HBS WEBSITE

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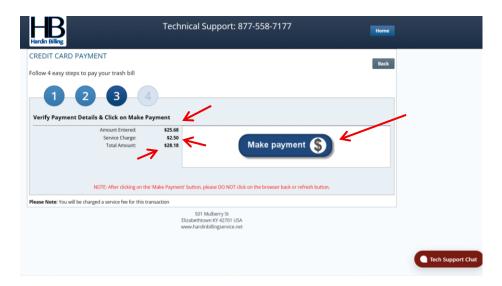

Once the screen changes, it will tell you the **AMOUNT DUE** then have a *checkmark* in the *select box*. You **MUST** then **ENTER YOUR AMOUNT YOU WANT TO PAY or ACCEPT THE AMOUNT IN THE *AMOUNT TO PAY* BLOCK**. It will say under that **TOTAL AMOUNT TO PAY**. Once you have verified all that information,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

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

THIS IS WHERE YOU MUST VARIFY ALL THE AMOUNTS YOU WANT TO PAY INCLUDING THE SERVICE CHARGE ON THE PAYMENT OF $2.50.
Then you will click MAKE PAYMENT.

This is the next screen where you must enter your credit card information **or** check information. **YOU WLL 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.