

How to Register for Online Bill Pay

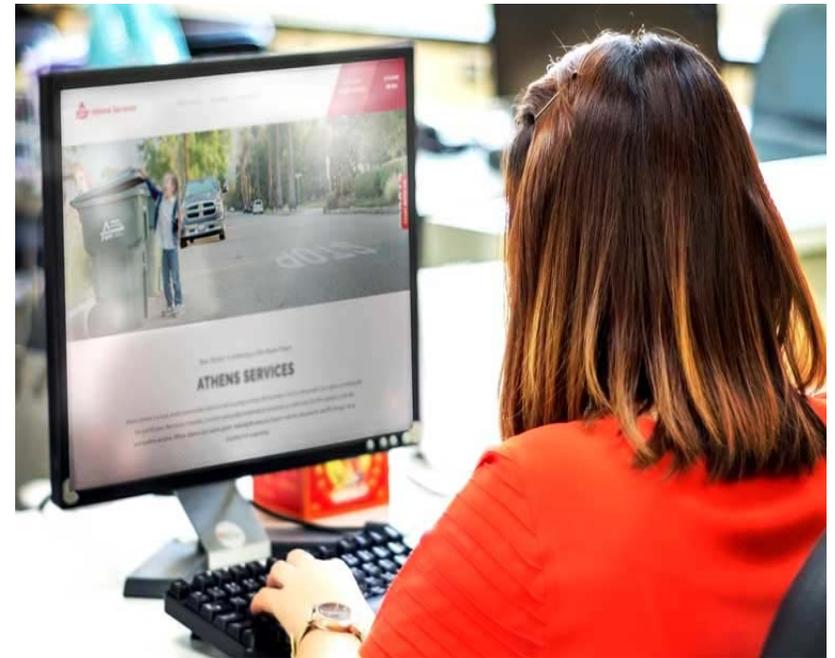
Register for Athens Services Online Bill Pay
Its Safe, Free, and Easy to use when you are!

[Click on Here](#)

Or type the address below into your URL:

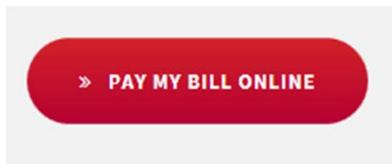
<https://athensservices.com/billing/>

Don't forget to sign up for paperless under
billing options

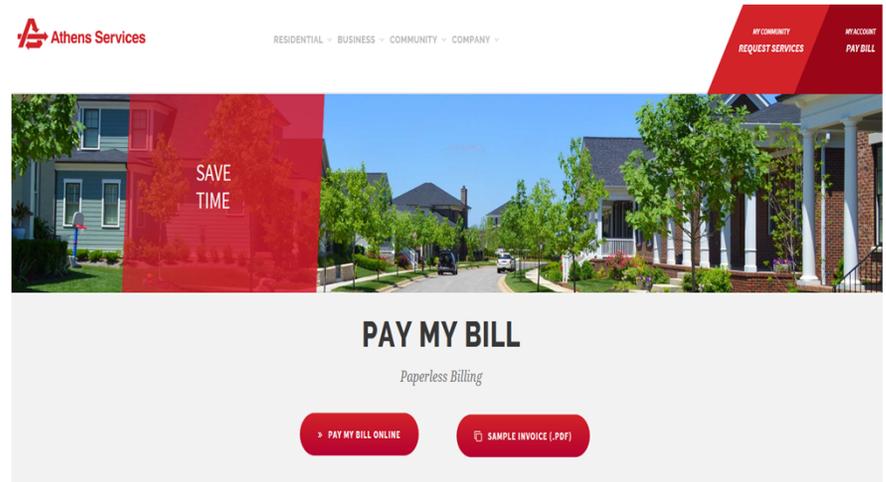


Bill Pay Home Page

Click on the Pay My Bill Online Button



Note: for security purposes an email Address is required



Bill Pay Portal Registration

First Time Users Click on the Register Now

Note: Have your account number and access code ready

Having trouble locating your account number or Access number, click here or proceed to the next slide: [Sample Invoice Link](#)

Athens Services
Waste Collection • Recycling • Transfer • Disposal • Street Sweeping

Welcome to Athens' online bill paying portal.

Are you a new user?
Click on the button below to register now!
Please have your customer number and access code ready.
Register Now

Please enter your e-mail address and password to sign into your account.
Enter E-Mail:
E-Mail Address
Enter Password (Case Sensitive):
Password
Sign In

Forgot your password?
Click on the button below to reset it.
You will be asked to provide the e-mail address you use to log in.
Reset Password

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Account Number and Access Code

Account Number is located on the top right of your invoice. See #1 for your account number

Access Code is located in the center of the invoice. See #7 for your access code

Athens Services
Waste Collection Recycling Transfer Disposal Street Sweeping

Visit our website: www.athensservices.com
Customer Service: (888) 336-6100

Service Address:
SERVICE NAME: 3
7575 STATE AVE
SUITE 209
ANYTOWN, CA 94429

Account Number: 1 AB-123456

Invoice Date: 08/01/2014
Due Date for Current Services: 2 08/15/2014
P.O. Number: 357159

Current Invoice Amount	Total Amount Due
87,00	87,00

Account Summary

Account Summary	Amount
Previous Balance	100,00
Payments Received	100,00
Current Charges	87,00
City Fees	0,00
Total Amount Due	4 87,00

DATE	DESCRIPTION	AMOUNT
08/01/2014	3YD-TRASH-BIN-WEEKLY #PU 2	87,00
* PAYMENTS RECEIVED THIS PERIOD *		
07/15/2014	CK# 6880	-100,00

6 AUGUST SERVICES 2014

7 Please Go Online and pay your bill
www.athensservices.com
Your Access code is: 0123456

CURRENT	30 DAYS	60 DAYS	90 DAYS	TOTAL DUE
87,00	0,00	0,00	0,00	87,00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT

Athens Services
Waste Collection Recycling Transfer Disposal Street Sweeping

Account Number: 1 AB-123456

Invoice Date: 08/01/2014
Due Date for Current Services: 08/15/2014
P.O. Number: 357159

Total Amount Due	Amount Enclosed
87,00	

Send payment to:
Athens Services
P.O. Box 60009
City of Industry, CA 91716-0009

ATTN: JOE CUSTOMER
CUSTOMER NAME
1242 MANN ST
APT 433
ANYTOWN, CA 92445

0000012345011234567407152012000000

Bill Pay Registration

Account Number: Your account number will appear alpha numeric. Separate the letters from the numbers.

Example:

⚠ Invoice Account Number: WB0000125

⚠ Account Number Online: WB - 125

Access Code: 7 Digit Code on invoice

Email Address: Personal email address utilized for verification purposes.

Online Bill Pay Registration

Please enter the account number and access code found on your statement or invoice.

Account Number: -

Account Number Entry Instructions

If your account number appears on your bill like: **WB125**

-

Access Code:

E-Mail Address:

Confirm E-Mail Address:

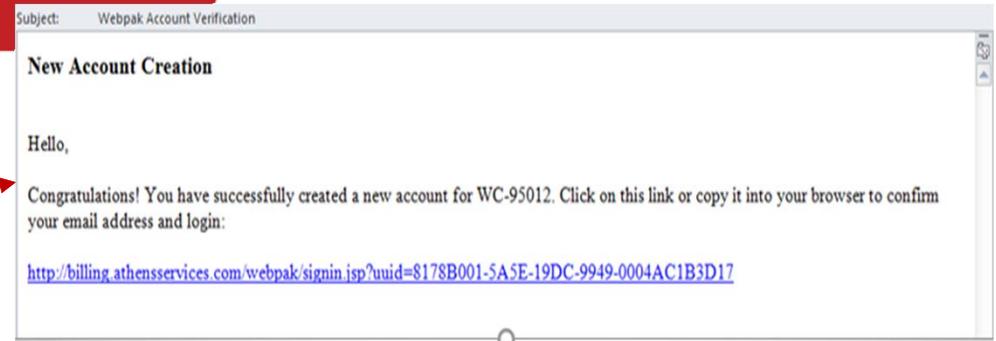
Password:

Confirm Password:

Bill Pay Registration Complete

Once Registration is Complete,

Confirmation Email from Webpak



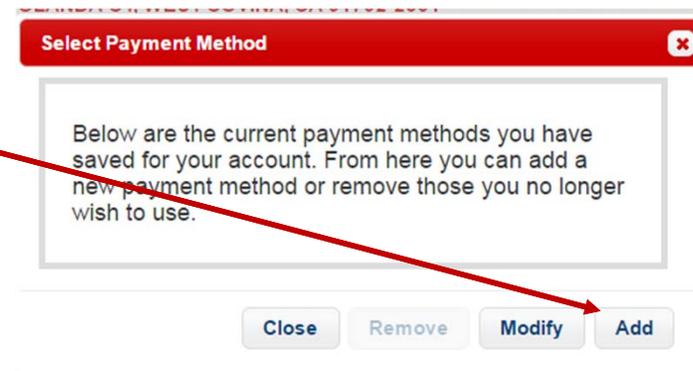
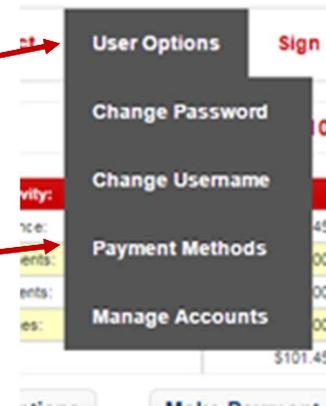
The embedded link will direct customers to the online bill pay account home page. There customers can view invoices, view account activity, and make payments.



Make Payments Online

Make A Payment

1. Got to: User Options
2. Select: Payment Methods
3. Click on Add
4. Add Payment Option



Billing Options

Email Notifications – only receive an email notification of their total due and due date

PDF Billing – receive a PDF copy of invoice via email

Printed Invoice – Mailed copy of invoice.

Automatic Payment – Allows customer to set up ACH bank account or RCC reoccurring credit card payments

Billing Options (AZ-71165)

Please choose how you wish to receive your bills:

E-mail Notification	<input type="checkbox"/> Off
PDF Billing	<input checked="" type="checkbox"/> On
Printed Bill	<input type="checkbox"/> Off
Automatic Payment	<input type="checkbox"/> Off

Cancel OK