Using Self-Service Online Bill Pay

AthensServices

ATHENS' BILL PAY SERVICE OFFERS

- **Control** – Manage your bill from anywhere, anytime

- **Security** – Send payments securely online

- **Peace of Mind** – Stay organized by making a one-time payment or setting up AutoPay

Safe, Secure, and Available When You Are!

PAY MY BILL
Paperless Billing

> PAY MY BILL ONLINE

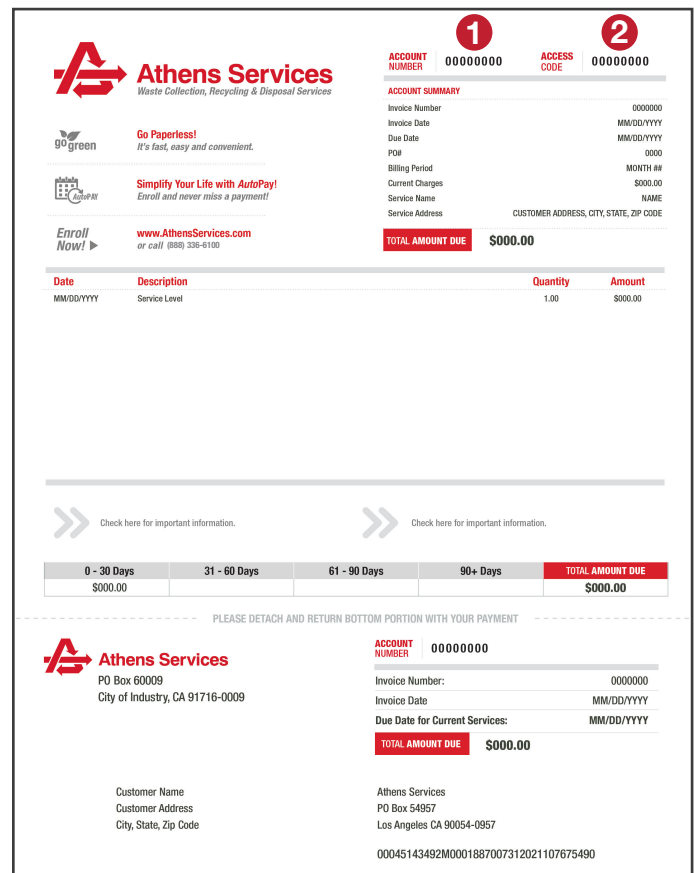## 🖥 HOW TO REGISTER YOUR ACCOUNT

1. Visit Billing.AthensServices.com

2. Click on the *"PAY MY BILL ONLINE"* button

    First time users, click the "Register Now" button

- The <u>Account Number</u> (see #1) can be found on the top right-hand corner of your Athens invoice or statement

- The <u>Access Code</u> (see #2) can be found directly to the right of your Account Number

3. Enter the first two letters of the Account Number and the last one-to-six non-zero numbers

    Example Account Number: WB0000125
    Account Letters: WB
    Account Numbers: 125

4. Provide a valid email address and create a password for your account log-in credentials

5. To complete the registration process, you will receive a confirmation email from Webpak

- Click the link to activate the new account and sign in using your credentials

- Once logged in, you will be able to view invoices, account activity, and make payments

Athens Services
Waste Collection, Recycling & Disposal Services

❶ ACCOUNT NUMBER 00000000   **❷** ACCESS CODE 00000000

go green

Go Paperless!
It's fast, easy and convenient.

AutoPAY

Simplify Your Life with *Auto*Pay!
Enroll and never miss a payment!

Enroll Now! ▶   **www.AthensServices.com**
or call (888) 336-6100

ACCOUNT SUMMARY

Invoice Number	0000000
Invoice Date	MM/DD/YYYY
Due Date	MM/DD/YYYY
PO#	0000
Billing Period	MONTH ##
Current Charges	$000.00
Service Name	NAME
Service Address	CUSTOMER ADDRESS, CITY, STATE, ZIP CODE

TOTAL AMOUNT DUE   **$000.00**

Date	Description	Quantity	Amount
MM/DD/YYYY	Service Level	1.00	$000.00

» Check here for important information.   » Check here for important information.

0 - 30 Days	31 - 60 Days	61 - 90 Days	90+ Days	TOTAL AMOUNT DUE
$000.00	$000.00	$000.00	$000.00	$000.00

PLEASE DETACH AND RETURN BOTTOM PORTION WITH YOUR PAYMENT

Athens Services
PO Box 60009
City of Industry, CA 91716-0009

ACCOUNT NUMBER 00000000

Invoice Number:	0000000
Invoice Date	MM/DD/YYYY
Due Date for Current Services:	MM/DD/YYYY

TOTAL AMOUNT DUE   **$000.00**

Customer Name
Customer Address
City, State, Zip Code

Athens Services
PO Box 54957
Los Angeles CA 90054-0957

00045143492M00018870073120211076755490

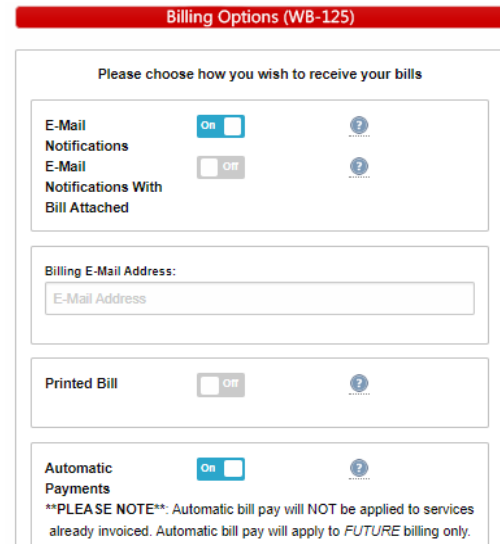# Self-Service Online Bill Pay: Setting Up Payment

✎ ADD A PAYMENT METHOD

1. In the navigation bar, hover over *"User Options"*

2. In the dropdown options, select *"Payment Methods"*

3. Click on the *"Add"* button

4. Add your preferred payment option. You can also *"Modify"* or *"Remove"* previously saved payment methods.

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

Customer Email	Help/FAQ			Autopay Enrollment	User Options ▾	Sign Off
					Contact	
▾ Customer Account Information and Address					Change Password	$0.00
					Change Username	
Show 10 ▾ entries					Payment Methods	
Date ▾	PDF		Description		Manage Accounts	
	🔲					
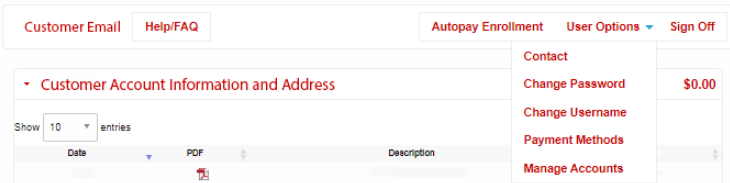
SET YOUR PREFERRED BILLING OPTION

- **Automatic Payments** – AutoPay is a convenient option in which bills will be paid automatically using your default payment method. This will avoid any late fees or service interruptions and free you from having to remember when to pay.

- **PDF Billing** – Receive a PDF copy of your invoice or statement via email

- **Printed Invoice** – Receive a physical copy of your invoice or statement via traditional mail

Billing Options (WB-125)

Please choose how you wish to receive your bills

E-Mail Notifications — **On** ⬤

E-Mail Notifications With Bill Attached — **Off** ⬜

Billing E-Mail Address:
[E-Mail Address]

Printed Bill — **Off** ⬜

Automatic Payments — **On** ⬤

PLEASE NOTE: Automatic bill pay will NOT be applied to services already invoiced. Automatic bill pay will apply to *FUTURE* billing only.

MORE HELPFUL RESOURCES

Customer Service

Billing Questions

Recycling Guide