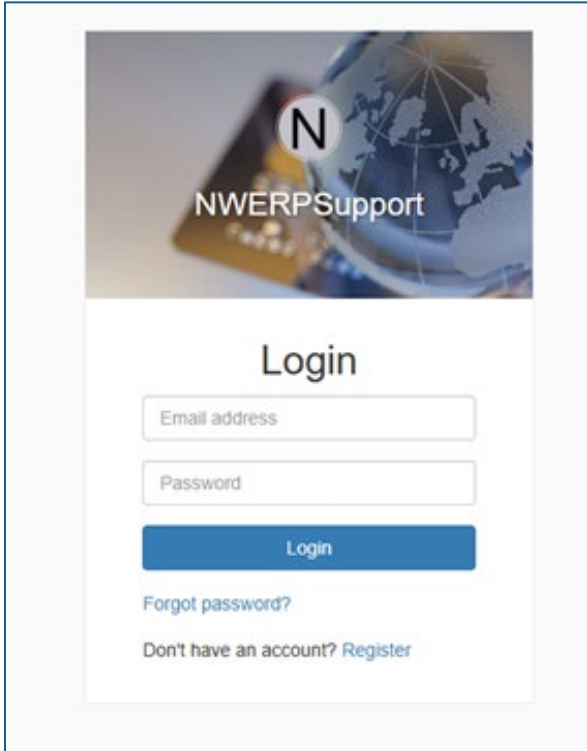


## Make a Payment on Multiple Accounts via UtilityAccess

Follow the steps below to make a payment on multiple accounts via UtilityAccess:

1. Log in:



The screenshot shows a login interface for NWERPSupport. At the top, there is a header image with a globe and a credit card, with the text 'NWERPSupport' overlaid. Below the header, the word 'Login' is centered. There are two input fields: 'Email address' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom of the login form, there are two links: 'Forgot password?' and 'Don't have an account? Register'.

2. Click **Pay Now**:

NWERPSupport Utility Billing - UA (ERP tropvsvesup002)

Home Manage accounts Contact preferences

Welcome back  
OnlineServices Support  
Your current balance is \$27,609.85

**Pay Now**

Enroll in text to pay  
Enroll in auto pay  
Schedule payment  
Enroll in paperless billing

**Accounts** + Add Account

|                                                                                         |           |                |              |        |
|-----------------------------------------------------------------------------------------|-----------|----------------|--------------|--------|
| <b>100100700-002</b><br>Address: 26 9TH ST<br>Due: 6/6/2025<br>Balance: \$20.00         | View bill | Account detail | Transactions | More ▼ |
| <b>401012520-001</b><br>Address: 801 N LINN ST<br>Due: 3/17/2025<br>Balance: \$2,295.66 | View bill | Account detail | Transactions | More ▼ |
| <b>000000020-001</b><br>Address: 1123 SAGINAW ST<br>Due: 12/30/2024<br>Balance: \$32.50 | View bill | Account detail | Transactions | More ▼ |
| <b>8364036-002</b>                                                                      |           |                |              |        |

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3. Select the accounts and amounts to pay:

NWERPSupport Utility Billing - UA (ERP tropvsvesup002)

Home Manage accounts Contact preferences

← Make a Payment

☐ Select all

|                                                                                                                       |                          |
|-----------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> <b>100100700-002</b><br>26 9TH ST<br>Due: 6/6/2025<br>Balance: \$20.00            | Payment amount: 20.00    |
| <input checked="" type="checkbox"/> <b>401012520-001</b><br>801 N LINN ST<br>Due: 3/17/2025<br>Balance: \$2,295.66    | Payment amount: 2,295.66 |
| <input checked="" type="checkbox"/> <b>000000020-001</b><br>1123 SAGINAW ST<br>Due: 12/30/2024<br>Balance: \$32.50    | Payment amount: 32.50    |
| <input checked="" type="checkbox"/> <b>8364036-002</b><br>1 WENDRAH PARK PLACE<br>Due: 4/10/2025<br>Balance: \$528.19 | Payment amount: 528.19   |
| <input checked="" type="checkbox"/> <b>301411406-002</b><br>1903 S KIESEL ST<br>Due: 12/6/2024<br>Balance: \$1,928.84 | Payment amount: 1,928.84 |
| <input type="checkbox"/> <b>100201021-039</b><br>102 15TH ST C001<br>Balance: \$0.00                                  | Payment amount: 0.00     |
| <input checked="" type="checkbox"/> <b>300112215-001</b><br>803 W JANE ST<br>Due: 12/6/2024<br>Balance: \$2,699.47    | Payment amount: 2,699.47 |

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Accounts with a zero balance are excluded automatically:

**NWERPSupport Utility Billing - UA (ERP tropvsvesup002)**

Home | Manage accounts | Contact preferences

← Make a Payment

☐ Select all

| Account ID                                        | Address              | Due        | Balance    | Payment amount |
|---------------------------------------------------|----------------------|------------|------------|----------------|
| <input checked="" type="checkbox"/> 100100700-002 | 26 9TH ST            | 6/6/2025   | \$20.00    | 20.00          |
| <input checked="" type="checkbox"/> 401012520-001 | 801 N LINN ST        | 3/17/2025  | \$2,295.66 | 2,295.66       |
| <input checked="" type="checkbox"/> 000000020-001 | 1123 SAGINAW ST      | 12/30/2024 | \$32.50    | 32.50          |
| <input checked="" type="checkbox"/> 8364036-002   | 1 WENONAH PARK PLACE | 4/10/2025  | \$528.19   | 528.19         |
| <input checked="" type="checkbox"/> 301411406-002 | 1903 S KIESEL ST     | 12/6/2024  | \$1,928.84 | 1,928.84       |
| <input type="checkbox"/> 100201021-039            | 102 15TH ST C001     |            | \$0.00     | 0.00           |
| <input checked="" type="checkbox"/> 300112215-001 | 803 W JANE ST        | 12/6/2024  | \$2,699.47 | 2,699.47       |

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4. Click **Continue**:

122 UPTOWN DR #201

| Account ID                                        | Address           | Due       | Balance    | Payment amount |
|---------------------------------------------------|-------------------|-----------|------------|----------------|
| <input checked="" type="checkbox"/> 100902145-002 | 101 GREEN AVE HSE | 2/23/2025 | \$1,363.41 | 1,363.41       |

Subtotal \$27,609.85  
Processing Fee \$2.50  
Total \$27,612.35

[Cancel](#) [Continue](#)

5. Select to make the payment now, or schedule it for a later date:

**Payment date**

☒ Now ☐ Later

**Payment method**

☐ Mastercard ...5454 ☆ ✎ 🗑

☒ **VISA** Visa ...1111 ☆ ✎ 🗑

☐ **VISA** Visa ...1111 ☆ ✎ 🗑

☐ Mastercard ...5454 ☆ ✎ 🗑

☐ Mastercard ...4444 ☆ ✎ 🗑

☐ Enter new Credit card

**Payment details**

|                 |                    |
|-----------------|--------------------|
| Current balance | \$27,609.85        |
| Payment amount  | \$27,609.85        |
| Processing Fee  | \$2.50             |
| <b>Total</b>    | <b>\$27,612.35</b> |

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6. Select a card on file, or enter new card information:

**Payment date**

☒ Now ☐ Later

**Payment method**

☐ Mastercard ...5454 ☆ ✎ 🗑

☒ **VISA** Visa ...1111 ☆ ✎ 🗑

☐ **VISA** Visa ...1111 ☆ ✎ 🗑

☐ Mastercard ...5454 ☆ ✎ 🗑

☐ Mastercard ...4444 ☆ ✎ 🗑

☐ Enter new Credit card

**Payment details**

|                 |                    |
|-----------------|--------------------|
| Current balance | \$27,609.85        |
| Payment amount  | \$27,609.85        |
| Processing Fee  | \$2.50             |
| <b>Total</b>    | <b>\$27,612.35</b> |

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7. Click **Submit payment**:

Payment date

☒ Now ☐ Later 

Scheduled date

Payment method

☐ Mastercard ...5454

☒ VISA ...1111

☐ VISA ...1111

☐ Mastercard ...5454

☐ Mastercard ...4444

☐ Enter new Credit card

Cancel

Submit payment

Payment details

Current balance

\$27,609.85

Payment amount

\$27,609.85

Processing Fee

\$2.50

Total

\$27,612.35

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