

# Online Bill Pay Quick Start Guide

New users who wish to register will click the Register button on the right side of the blue box to begin the registration process.

Registered users may login using their username, their registered email address, and password on the left side of the blue box.

Users who wish to pay their bills without registering may use the QuickPay option and click on the "Pay Bill Without Logging In" button just below the blue box.

Log In	Register
<p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Forgot Password</a></p> <p><input type="button" value="Log In"/></p>	<p>Registering allows you to access your account information online.</p> <ul style="list-style-type: none"><li>• View and pay bill</li><li>• Manage notifications</li><li>• View usage history</li><li>• View billing history</li><li>• Sign up for eBilling</li><li>• Sign up for auto payment</li></ul> <p><input type="button" value="Register"/></p>

1. To register first time users are required to enter first name, last name, and email address. Close window.
2. Login to email to access temporary password link. Once password has been reset. Close window.
3. Access the Log in section on the main screen. Enter username and password.

### User Registration

Please enter the following information to register, and we will send you a temporary password to log in.

\* Indicates a required field

\*First Name

\*Last Name

\*Email Address

\*Confirm Email Address

Mobile Phone Number

Your registration was successful. Your temporary password has been sent from DoNotReply@Logicssolutions.com. Once you have received your temporary password return to the [Login](#) page to log in. Your username is the email address you used to register.



## QuickPay Choose Bill

Click on the type of bill you wish to pay or click on the Cancel link to return to the Login page.

Choose Bill

[Gas](#)

[Installation](#)

[Cancel](#)

On the next screen displayed enter the Account number from your utility bill and then click on the Next button.

Choose Bill

Please enter the account information to begin paying on your account.

Account Number

Tenant Number

[Cancel](#)

Verify name and service address click on the Yes button

Choose Bill

Please verify the information below is correct, and choose the amount to pay.

**Name** ██████████

**Service Address** ██████████  
HAZLETON, PA

Select Due now, balance due or Other amounts and select payment method.  
Click checkout

Sewer: ██████████

Choose Payment Amount

Due Now \$608.51

Balance Due \$608.51

Other \$

Choose Payment Method

Payment Method

[Cancel](#)

## Verification of payment method and convenience fee

<b>Payment Method</b> <a href="#">Change</a> American Express	<a href="#">Checkout</a>
Sewer (██████████)	\$608.51
Convenience Fee <small>- Your account will be charged a convenience fee for all credit card payments. This will result in two separate charges. A convenience fee of 2.65 % will be charged by the payment processing company for this service, the bill balance to the Greater Hazleton Joint Sewer Authority.</small>	\$16.13
<b>Total</b>	<b>\$624.64</b>

Enter Card information to complete transaction.

**Total Amount Due: \$624.64**

**\* Required**

Enter Credit Card Information (\*Required Field)

\*Name On Card

Card Type

\*Credit Card Number

\*Expiration Date

\*Security Code

\*Billing Address

\*Billing City

\*Billing State

\*Billing Zip Code

Send email receipt.

Create a profile using this email address. Temporary password will be emailed.

Email Address

[Cancel](#) [Submit Payment](#)

For your security, your credit card information does not get stored on this system. 