



## ONLINE BILL PAY IS HERE! HOW TO GET STARTED



Pay your bill here

1. CLICK ON PAY YOUR BILL ICON ON THE RIGHT SIDE OF OUR WEBSITE
2. YOU WILL NEED TO SET UP YOUR ACCOUNT LOGIN INFORMATION
  - UNDER NEW TO MY HWSA ONLINE
  - CLICK SET UP ONLINE ACCESS
  - YOU WILL NEED THE CID NUMBER LOCATED ON YOUR BILL – RIGHT UPPER CORNER
3. COMPLETE SELF REGISTRATION SECTION
  - CID NUMBER
  - EMAIL ADDRESS
  - CONFIRM EMAIL ADDRESS
  - SELECT PASSWORD
  - CONFIRM PASSWORD
4. CLICK CREATE ACCOUNT
5. CONFIRMATION EMAIL WILL BE SENT TO YOU
  - BE SURE TO CHECK YOUR JUNK/SPAM EMAIL
  - VERIFY BY CLICKING LINK
6. YOU MAY NOW LOG IN UNDER YOUR CREATED CREDENTIALS
7. PAY NOW - COMPLETE STEPS 1-5
  - a. PAYMENT TYPE
  - b. PAYMENT OPTIONS
  - c. PAYMENT METHOD
  - d. VERIFICATION
  - e. RECEIPT
8. YOU HAVE COMPLETED THE ONLINE PAYMENT PROCESS

### IMPORTANT THINGS TO REMEMBER WHILE UTILIZING THE ONLINE PAYMENT TOOL

- IF SOMETHING SEEMS UNUSUAL OR INCORRECT CALL THE OFFICE IMMEDIATELY (215)672-8011
- PROCESSING MAY TAKE UP TO 3 DAYS
- MAKE SURE YOU HAVE CHECKED JUNK/SPAM FOLDERS FOR CONFIRMATION EMAILS