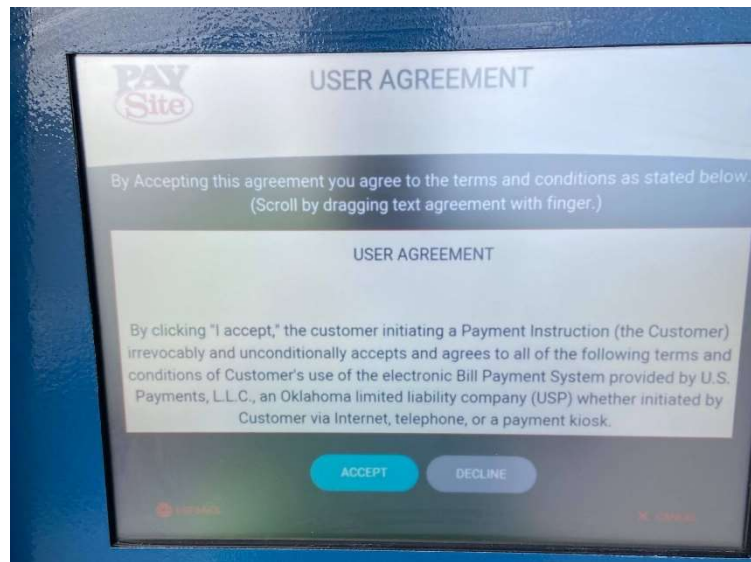


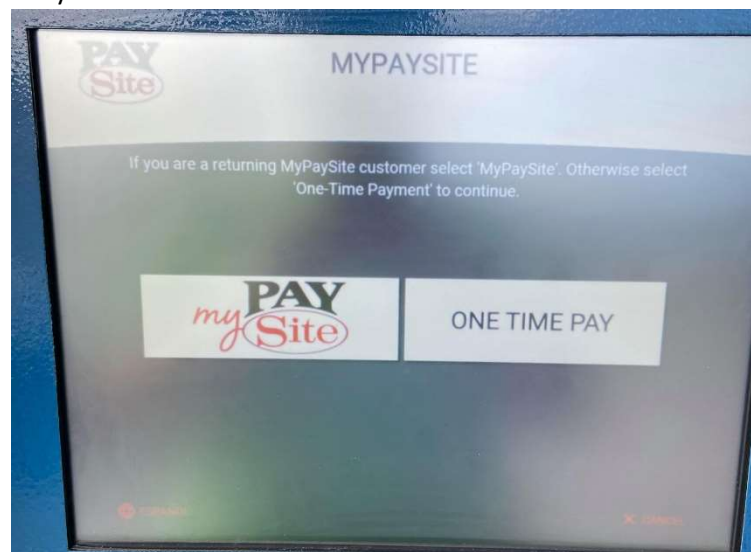
1. Click anywhere on the screen.



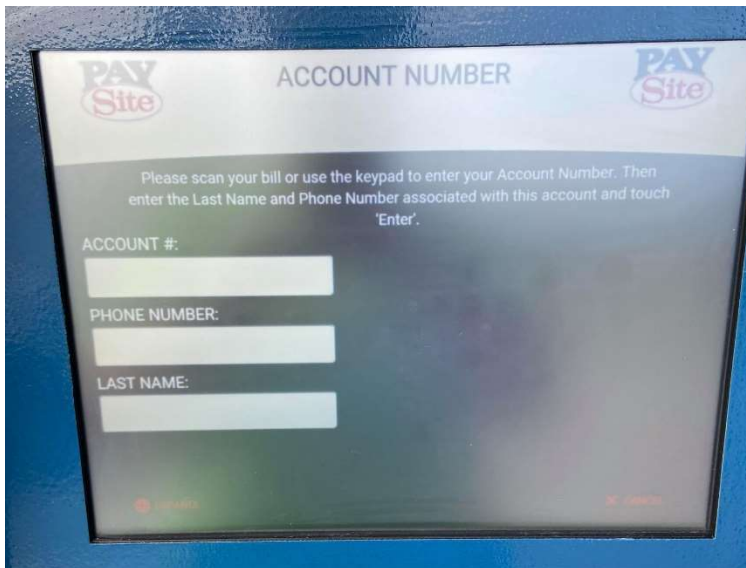
2. User Agreement screen. Click Accept.



3. Click One Time Pay if you have not set up an account. If you have set up an account and a pin number, you can click My Pay Site to use your previously saved information.



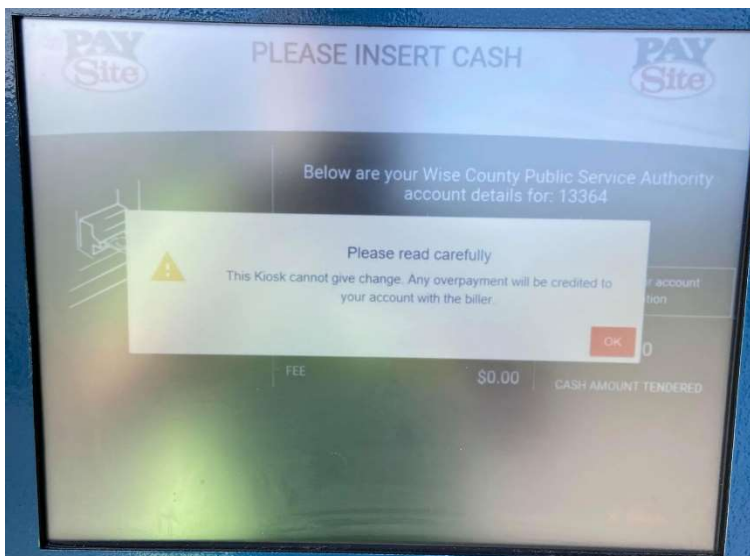
4. Account Number Screen. Click inside the Account# box and type in your PSA water/sewer account number. Click inside the Phone Number box and type in your phone number. Click inside the Last name box and type in the last name on the account. If you have a business account, type in the business name exactly like it's shown on your bill.



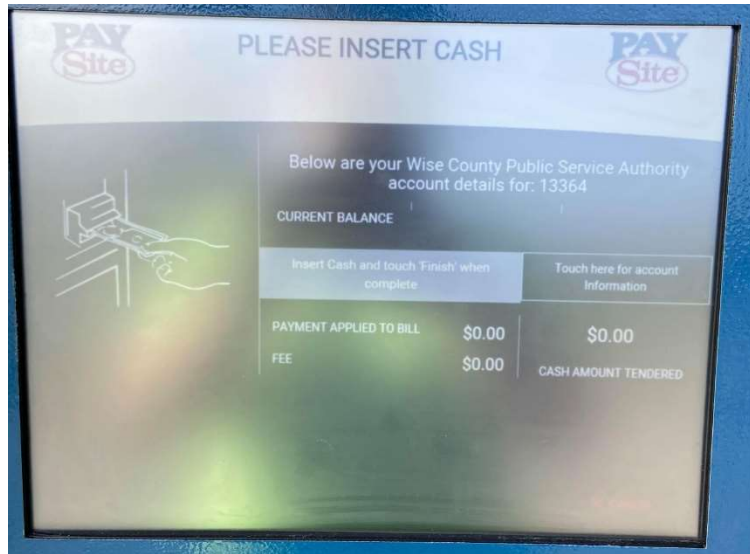
5. Select a Payment Type. Select Cash, Check or Credit Card.



- a. IF YOU CHOOSE CASH.  
i. Click OK. Note that the kiosk will not give you change. A credit will be applied to your account.

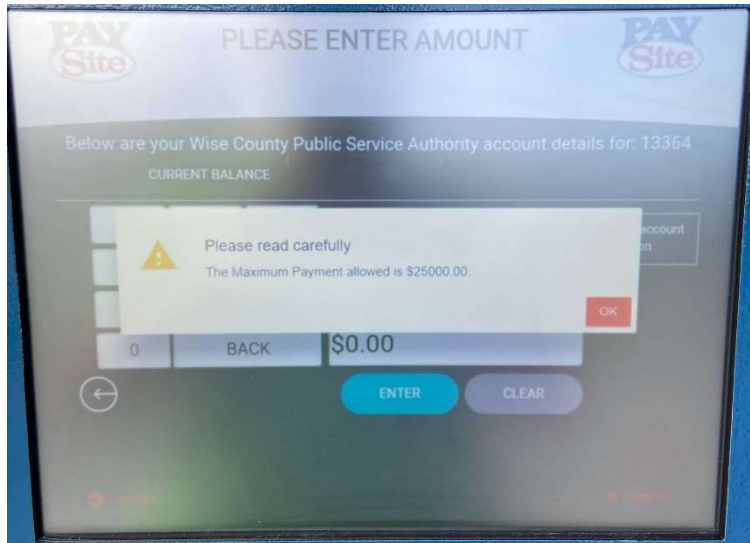


ii. Insert your cash.

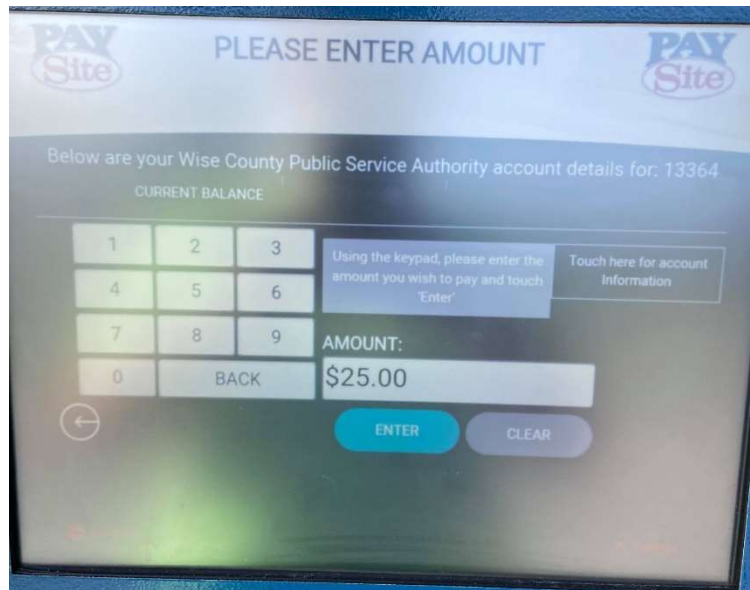


b. IF YOU CHOOSE CHECK.

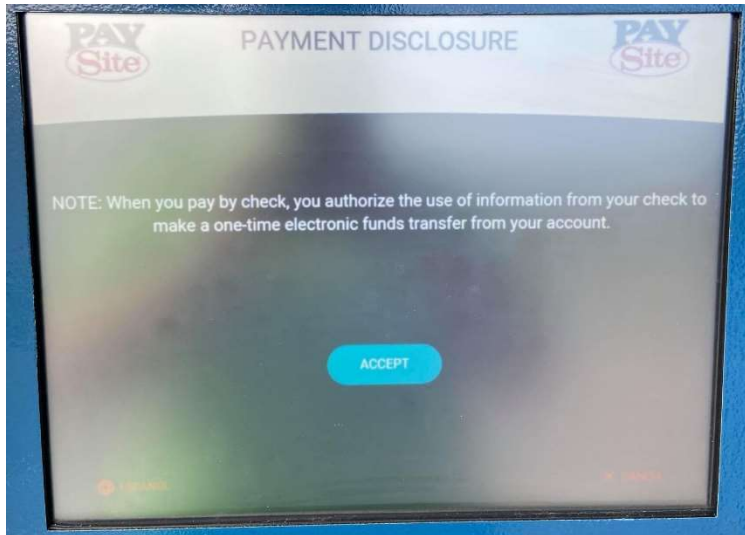
i. Click OK.



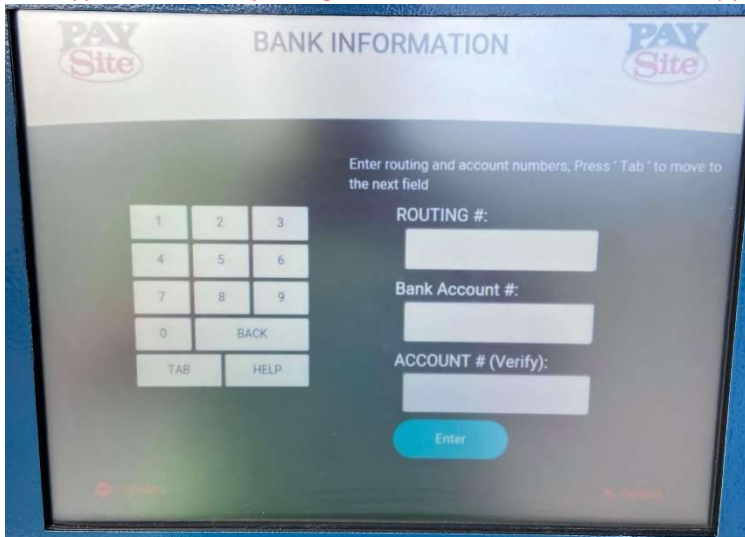
ii. Click inside the Amount box and type in the amount you want to pay. Click enter.



iii. Click Accept.

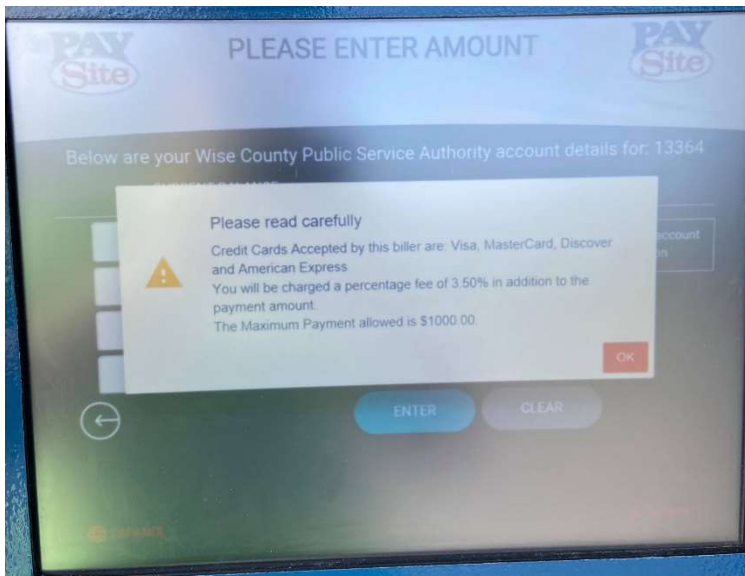


iv. Bank Information screen. Click inside the Routing # box and type the routing number off your check. Click in the Bank Account # box and type in your bank account number. Click in the Account # (Verify) box and re-type your bank account number. Hit Enter. **\*Please be sure to double check your account information because if it's typed incorrectly and gets returned to us, fees will be applied.**

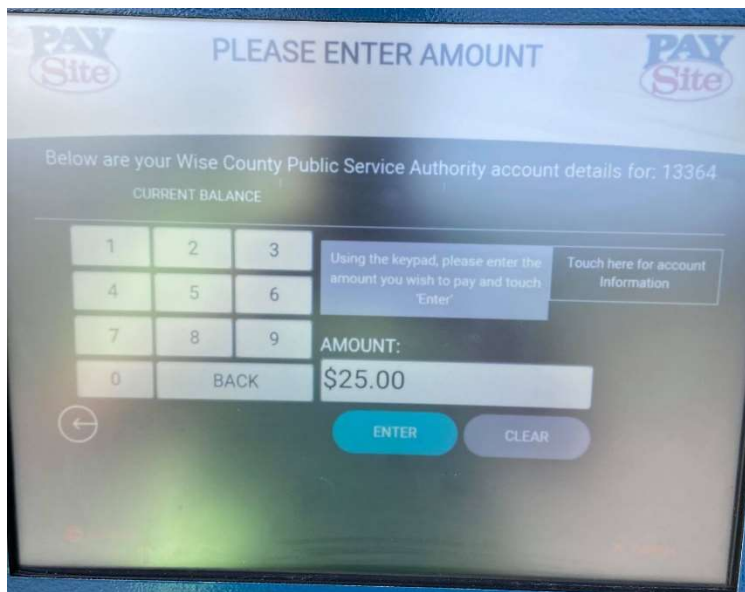


c. IF YOU CHOOSE CREDIT CARD.

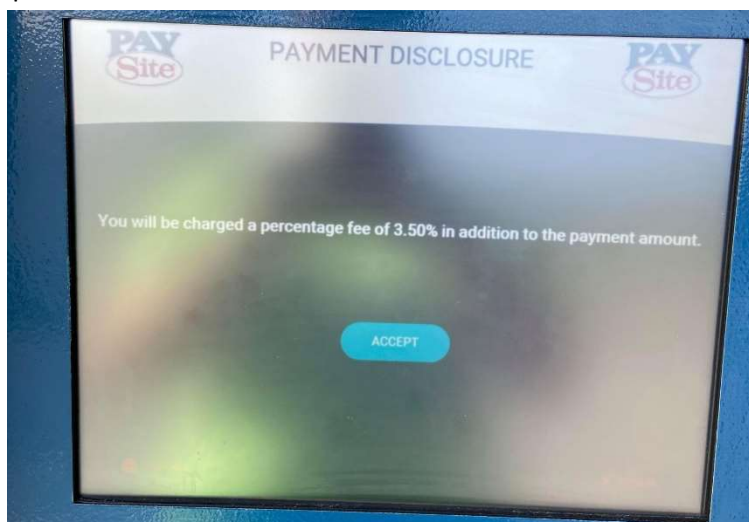
i. Click Ok.



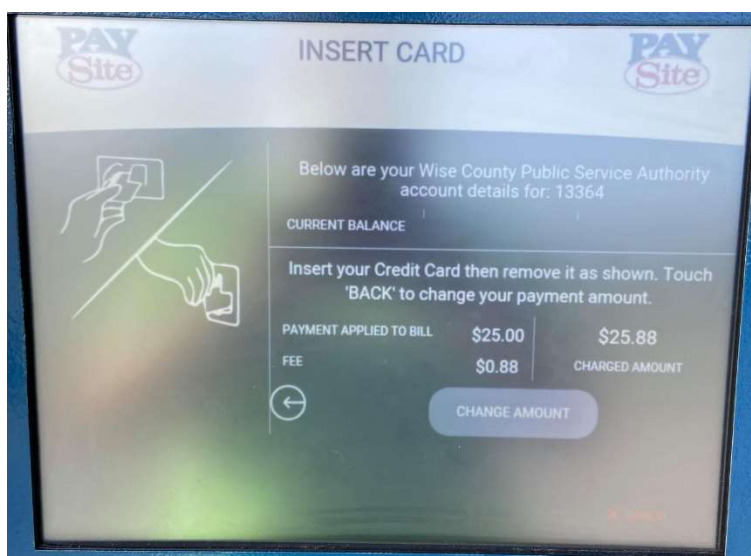
- ii. Click inside the Amount box and type in the amount you want to pay. Click enter.



- iii. Click Accept.



- iv. Insert your credit card.



6. The kiosk will now give you a receipt and give you an option to set up an account with a pin number so you can select "My Pay Site" as seen on instruction # 3. You can do this if you want so your transaction will be faster next time or you may select one time payment each time you pay.