Instructions

1. Log onto the site at **https://viewandpaymybill.com/ebpp/CheverlyPool/**
2. Type **last 4 digits of your phone number** in both the 'Payer Identifier' and the 'Confirm Payer Identifier' fields.

   > **NOTE:** If you get an message that a payment is pending, type the 7 digit phone number in each field.
3. Once in the site, complete all of the personal information fields.
4. In the 'Provide Payment Breakdown' field, itemize the amount you entered in the 'Payment Amount' field. This will expedite the payment process.
5. Click on the **Add a Payment Option** link.
   a. <u>To pay by checking or savings account</u>, click on the **Bank Accounts** tab.
      OR
      <u>To pay by credit card</u>, click on the **Card Accounts** tab.
   b. Enter the required information in the form, then click on **Add.**
6. In the 'Payment Method' field, click on the **drop-down arrow**, and select the correct method, if it does not automatically populate.
7. Once you have entered all of the required information on the 'Home' screen, click on the **Continue to Payment** button.
8. In the 'Verify Payment' form, complete the required fields, then click on the **Make Payment** button.
9. The 'Confirmation' window appears.
   a. If you want to print the confirmation, select the **Print Confirmation Page** link.
   b. If you want to save your information for future use, click on the **Enroll With Your Current Information** link, then follow the instructions.
   c. If you are done, click on the **Log Out** link.