

How To Make a Payment Through the Automated System

Call 281-356-5347. Once connected, **press 1 to continue in English or press 2 for Spanish.**

To pay your bill or review your account, **press 1.**

Please note:

- *If you are paying a disconnected account please contact customer service for your correct balance. Once you have paid contact our office.*
- *If this is your first months bill please pay exactly what is printed on your physical bill or call customer service to obtain balance.*

Step 1: Have your account number or document number ready and **enter the your account number before the dash using your keypad. Then, press #.**

Example: If the account number is 12345-00 you would input "12345#" into the key pad.

Step 2: **Input the digits after the dash(-). Then press #.**

Example: If the Account Number 12345-00 you would input "00#" into the key pad .

Step 3: To confirm your **input is correct press 1 or press 2 to re-input information.**

Step 4: **Input the numerical portion of your address then press #.**

Example: If your address is 67489 Baker Street you would input "67489#" into the key pad.

Step 5: To confirm your **input is correct press 1 or press 2 to re-input information.**

Step 6: **Enter in your mailing address zip code. Then press # .**

Example: 5555 Main Street Magnolia Tx 77354 you would input "77379#" into the key pad

Step 7: To confirm your **input is correct press 1 or press 2 to re-input information.**

Step 8: You will be given the total amount amount due, past due amounts, and the date that it is due. Once you have **chosen or input the amount to make payment on,**

You will be able to choose your method of payment:

1-electronic check;

2-debit card

3- credit card

Then be instructed to **enter the credentials for method of payment and input " #" after each section asked.**