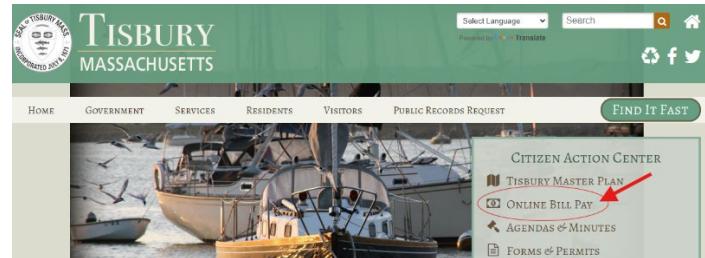
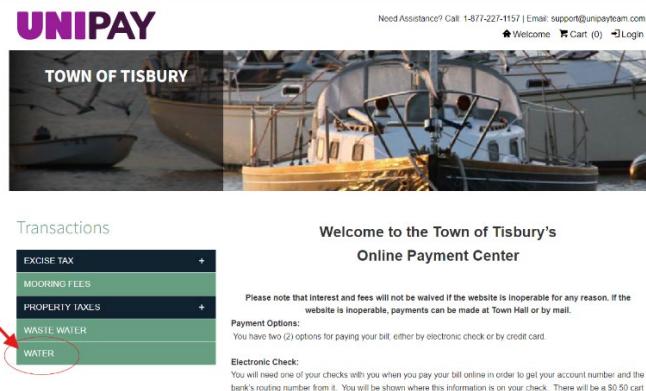


STEP BY STEP INSTRUCTIONS FOR ONLINE PAYMENTS:

1. Go to: <https://www.tisburyma.gov/>
2. Click on "Online Bill Pay"



3. Click on the green "Water" button under the "Transactions List" on the left side of the screen.



4. Enter your account information or search for your bill.

You must enter all **ten** digits of your account number including any leading zeros!

If your account number is four digits long you would need to enter **SIX ZEROS**:

Example: 0 0 0 0 0 0 1 2 3 4

If your account number is only three digits you would need to enter **SEVEN ZEROS**:

Example: 0 0 0 0 0 0 0 1 2 3

5. Confirm the information that appears and click “Add to Cart”.

- You may manually enter an amount at this point if necessary. If you are unsure of the balance due on your account, please call to office to confirm.

Bill Year
2024

Due Date
02/04/2024

Total Amount due: \$327.95
*Amount due reflects payments made online.

Pay Amount*
327.95

Add To Cart

Accepted payment types

Check	Credit	Debit	DISCOVER	DISCOVER
\$0.50	\$10.00	\$10.00	\$10.00	\$10.00

6. Click on “Checkout”.

7. If you have an account with UNIPAY you may enter your information and “Sign In”.

- If you **do not** have an account with UNIPAY you may click the “Create Account” button and fill out your information, continue through the checkout process.
- If you **do not wish to create an account**, please click “CONTINUE AS GUEST” and manually enter your billing information and continue to checkout.
- Please note that by creating an account with UNIPAY you are able to receive email or text billing notifications. **At this time this is the only way to receive electronic notifications and reminders regarding your bill.**

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Welcome Cart (1) Login

Login

User Name:

Password:

Forgot your username or password?

Cancel Sign In

Create Account

Registering for an account on the UniPay web site provides you with the following benefits:

- Quicker payment process using pre-filled account information
- Access to transaction payment history
- Ability to schedule payments and view history
- Save your checking account information
- Enroll in email and text alerts
- Set up Automatic Payments

If you would like to create a new UniPay account and save your details for future payments, click **Create Account**

To continue without saving your information, click **Continue as Guest**

Create Account Continue as Guest

8. Proceed through the checkout process. Be sure to check your email for payment confirmation!

HOW TO SETUP AUTOPAYMENTS:

Please note that you are responsible for cancelling your autopayment in the event of a sale or property transfer

1. Log in to your UniPay account. If you are a new user, **sign up for an account first.**
2. Find your bill. Go to the Online Payment Center and search for your bill or select it from the menu. See above for instructions.
3. Add the bill to your cart. **You must add the bill to your cart before you can access the autopay setup.**
4. Select "Setup Automatic Payments." This option will appear after you have added the bill to your cart.
5. Follow the enrollment wizard. Complete the steps in the wizard to create your automated payment plan.
6. Verify your bank account. If you are setting up a new bank account, you may need to verify it using micro-deposits. You will receive two small deposits in your bank account, which you **must confirm in your UniPay account within 5 days to complete the process.**
7. Configure your plan. Once your bank account is verified, log back into your account and select "Automated Payment Plans" or "Configure" to select payment and date options.
8. Start the plan. The automatic payments will begin with the next bill cycle after your plan is fully set up.
9. If you run into technical difficulties or issues during setup, please contact UniBank support 1-877-227-1157 as the Tisbury Water Works does not have access to your UniBank account, username or password.