

PayClix Customer Registration & Online Payments

1. To create a NEW online account please visit the following address:
<https://payclix.com/westprairiewater/index.cfm>
 - a. Enter in Customer Account Number, Utility Bill Amount, & Email
 - b. **Please note:** If the latest bill is unpaid, the Utility Bill Amount must be entered in exactly as listed on the latest bill card to continue to the next process. If you are wanting to sign up and have paid the current bill and have a zero balance, you will need to enter 0.00.
 - c. Click Continue.



Online Payment Processing

F and C Water Solutions

Payment Registration Step 1

Already registered in PayClix? [Click here to log in.](#)

Should you need any assistance with your registration please contact F and C Water Solutions by email at fc.watersolutions@gmail.com or by phone at (309)863-1021 .

In order to register for a F and C Water Solutions online payment account you must supply the Customer Account Number:

The dollar amount owed as shown on your current utility bill.

Utility Bill Amount (digits and decimal only)

Email Address:

Snail-Mail Preferences:

- Mail new invoices the old fashioned way. (email alerts will still be sent as well)
- I want to opt-out of receiving postal mailed bills. (only email notifications)

2. Create a password (password must be 6 to 10 characters in length, spaces are not allowed)

3. Update Customer Information

- a. Enter First name, Last name, and Phone and click update.

The screenshot shows the payclix website interface. At the top left is the payclix logo with the URL payclix.com. To the right is the slogan "Simple, Fast, Affordable and Secure." Below this is a navigation bar with buttons for "My Information", "Pay Now", "My History", "AutoPay", "User Agreement", "Contact Us", and "Log Out". A green banner below the navigation bar reads "Online Payment Processing". On the right side of the banner is a "Form Help" button. The main heading is "Update Customer Information". The form fields are as follows:

Account Association:	F and C Water Solutions
Email Address:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Customer ID:	911 (to update this value contact F&C Water Solutions via email at fc.watersolutions@gmail.com or phone (309)863-1021)
Phone:	<input type="text"/> (999-999-9999 format)
Snail Mail Preferences:	<input checked="" type="radio"/> Mail new invoices the old fashioned way. (email alerts will still be sent as well) <input type="radio"/> I want to opt-out of receiving mailed notifications. (only send email notifications)

4. You will be taken to the customer profile page showing the latest statement and charges.

- a. Clicking on your account number will bring up a new window that shows the complete billing statement from the West Prairie Water Co-Op.

F and C Water Solutions Statement

This account can be enabled for our Just In Time Automatic Payment Submission service, [click here for more information or to enroll](#).

Statement ID	Statement Date	Amount Due	Due Date	Click to Pay
911 (details)	03/19/2020	\$35.00	04/15/2020	<input type="checkbox"/> <input type="text"/>
		\$35.00	TOTAL:	<input type="text"/>

Please select the method of payment.
Master Card

Next

- b. Statement date (last meter reading date), amount due, due date are all listed for your reference.
5. To make an online payment with credit card or e-check select "Click to Pay" and verify that the amount you are wanting to pay is in the top box. If you want to change the amount and pay ahead, you simply change the amount.
6. Please select the method of payment and click next.

This account can be enabled for our Just In Time Automatic Payment Submission service, [click here for more information or to enroll](#).

Statement ID	Statement Date	Amount Due	Due Date	Click to Pay
911 (details)	03/19/2020	\$35.00	04/15/2020	<input checked="" type="checkbox"/> <input type="text" value="35.00"/>
		\$35.00	TOTAL:	<input type="text" value="35.00"/>

Please select the method of payment.
Master Card

Next

7. Card Information & Billing Address can be entered in on this page.
 - a. If you would like to save payment for future use, you can select the "Yes" option.
 - b. Once all the information is entered in, click submit at the bottom of the page to process the payment.

Online Payment Processing

Make a Payment

- Confirm Info
- Payment Method
- Submit Payment

Use this form to submit your Credit Card Information.

Invoice 911	\$35.00
Transaction Fee	\$1.32
Total Payment	\$36.32

Please note the above transaction fee will be collected by PayClix in a separate charge to your MASTERCARD card.

- Name as shown on MASTERCARD card:
 - Card Holders First Name:
 - Card Holders Last Name:
 - Card Holders Phone Number: (999-999-9999 format)
 - MASTERCARD Number: 
- (input digits only, please do not insert blank spaces)
- Expiration: -- -- --

Enter the information below based upon the registered Cardholder's information.

- Address Line 1:
- Address Line 2:
- City:
- State/Province:
- Zip Code:



Do you wish to register your payment account details for future payments?
 Yes No, please delete the data upon completion of this transaction.
(please note that saving this information is not the same as signing up for automatic payments although you can use the saved information for enrollment in automatic payments)