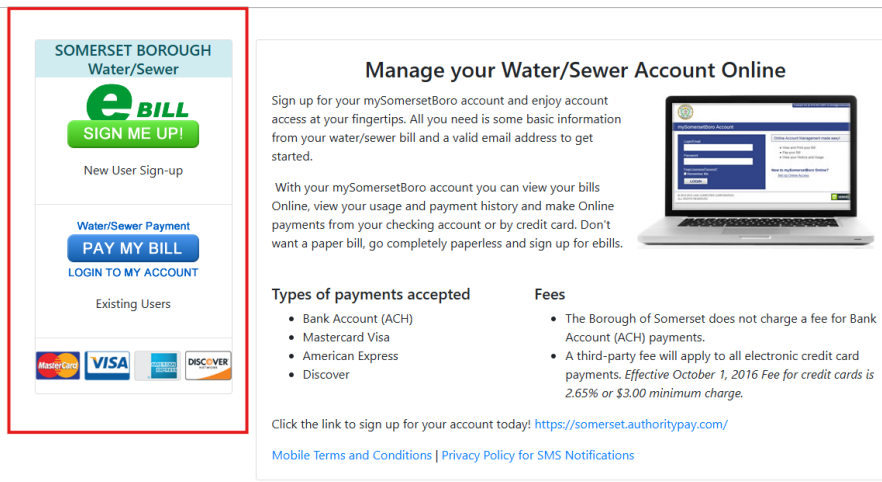


Guide to Placing a partial payment on an account i.e. a Medicare/Medicaid Benefit*

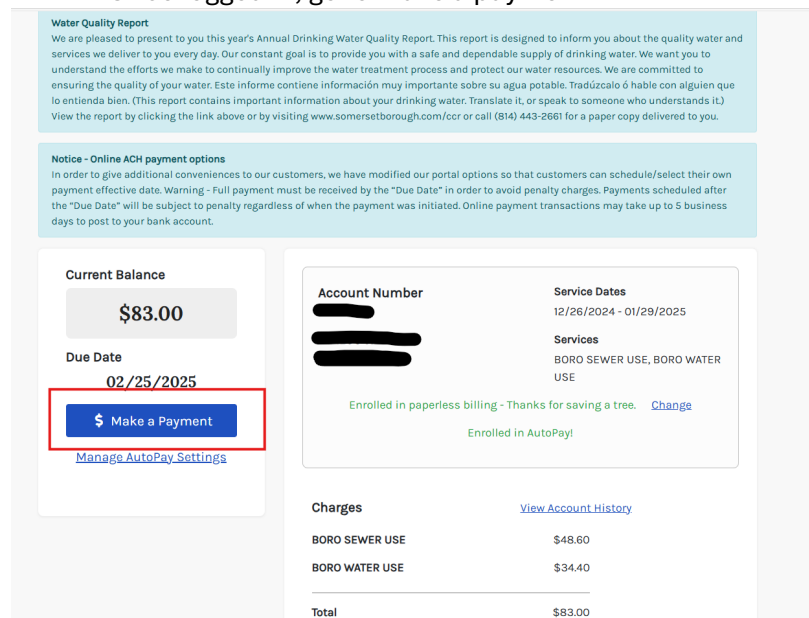
*Some cards/plans will not process through the system. Check with your insurance provider on paying and getting reimbursed after a receipt of payment has been provided, if this is the case.

- Create an account if one hasn't already been created or log in to your existing account. Online access can be found here: <https://www.somersetborough.com/watersewer/watsewrates.htm>



The screenshot shows the Somerset Borough Water/Sewer website. On the left, there is a navigation menu with a red border containing: "SOMERSET BOROUGH Water/Sewer", "eBILL SIGN ME UP! New User Sign-up", "Water/Sewer Payment PAY MY BILL LOGIN TO MY ACCOUNT Existing Users", and logos for MasterCard, VISA, American Express, and DISCOVER. The main content area is titled "Manage your Water/Sewer Account Online" and includes a sign-up description, a laptop image, and sections for "Types of payments accepted" (Bank Account (ACH), Mastercard Visa, American Express, Discover) and "Fees" (no fee for ACH, third-party fee for credit cards). A sign-up link is provided at the bottom: <https://somerset.authoritypay.com/>.

- Once logged in, go to make a payment.



The screenshot shows the user's account page. At the top, there is a "Water Quality Report" section. Below it is a "Notice - Online ACH payment options" section. The main content area is divided into two columns. The left column shows the "Current Balance" as \$83.00 and the "Due Date" as 02/25/2025. A red box highlights a "Make a Payment" button with a dollar sign icon, and a link for "Manage AutoPay Settings" is below it. The right column shows account details: "Account Number" (redacted), "Service Dates" (12/26/2024 - 01/29/2025), and "Services" (BORO SEWER USE, BORO WATER USE). It also indicates the user is "Enrolled in paperless billing" and "Enrolled in AutoPay!". At the bottom, there is a "Charges" table with a link to "View Account History".

Charges	View Account History
BORO SEWER USE	\$48.60
BORO WATER USE	\$34.40
Total	\$83.00

- Fill out the information required to complete the new payment: Payment Method (add new, if creating a new payment method), choose a payment date, amount option (total balance or custom amount)

Create a New Payment

Payments entered after 3PM (EST) will not be posted to your account until the next business day.

Payment Method

Credit Card
▼

Due Date

02/25/2025

Payment Date

02/17/2025

Amount Option

Custom Amount
▼

Amount Due

83.00

Custom Payment Amount

35.00

Continue
Cancel

- Fill out the credit card and bill to information and submit the payment.

Checkout

Cancel Transaction
View Items
\$35.00(1)

CREDIT / DEBIT

DIGITAL WALLETS

First Name*

Enter your first name

Last Name*

Enter your last name

Street Address*

Address 1

Street Address 2

Suite, Department, Building, etc.

Country*

United States
▼

State / Province*

Pennsylvania
▼

City*

City Name

Postal Code*

e.g. 99999 or 99999-9999

Phone Number Country Code*

United States: (+1)
▼

Phone Number*

Enter phone number

Mobile Number (US Only)

Enter your mobile number

By including your mobile number, you agree to receive SMS messages. Reply STOP to opt out. Message & data rates apply. View our terms and privacy policy for additional details.

Email*

yourname@gmail.com

Payment Amounts

SOMERSET BOROUGH	\$35.00
MUNICIPAL SERVICE FEE	\$3.00
Total Charges	\$38.00

Card Number

Expiration Month and Year

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Security Code CVV

I authorize the Service Provider to debit the account identified above for the Total Charges shown above. By using this service, I acknowledge that I have read and agreed to be bound by the [Terms and Conditions of Use and User Agreement](#) .

✔ Submit Payment for \$38.00

- If AutoPay is set up, the remaining balance will be taken out at the automatic payment date.