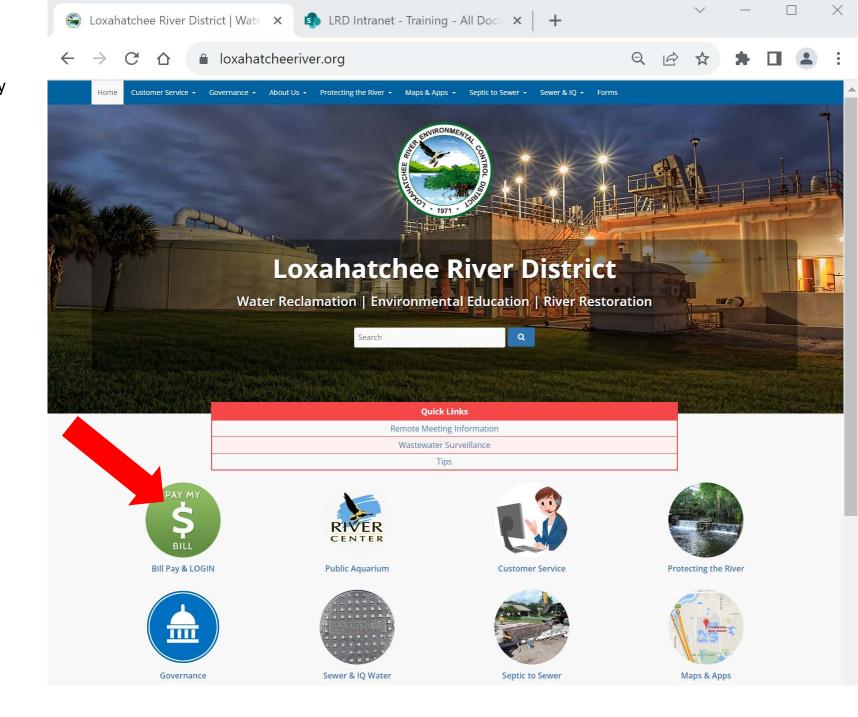
### **Guest Payment**

Please see the other instructions to setup AutoPay

- Using your web browser go to <u>www.loxahatcheeriver.org</u>
- 2. Click on the "Bill Pay & LOGIN" Link



## Navigating to Online Payment & Account Portal

3. Click the link under District's Online Payment & Account Portal to Pay as a guest or create and manage an account.



The Loxahatchee River District offers convenient ways for you to pay your Sewer Utility Bill:

- 1. **Use your Bank's online bill pay**. Please contact your bank for instructions. You and your financial institution control all aspects of the transaction, and no other institution has your credit card or banking information.
- 2. District's Online Payment & Account Portal
- Click **HERE** to pay as a Guest -OR- Create/manage an account.
- Instructions and Videos:
  - Guest Payment: PDF Document or Video
  - Setup Account and Autopay: PDF Document or Video
- The District's secure payment and account management portal is provided by Edmunds GovTech in partnership with FIS Global, a global leader in financial services.
- No service charge for eCheck or Credit/Debit card transactions.
  - eCheck, MasterCard, Visa, Discover, STAR, Pulse, or NYCE accepted.
- Other services through this portal include:
  - Auto Payments set up an automatic payment method.
  - Multiple Account Management.
- 3. Pay by mail: Mail your check to P.O. Box 8800, Jupiter, FL 33468-8800. Checks should be made payable to LRECD.
- 4. **Pay by phone:** Call us at (561) 747-5700, menu option 2, to pay with your eCheck, Mastercard, Visa, or Discover credit/debit card.
- 5. **Pay in person or dropbox:** Make your payment in the office at 2500 Jupiter Park Drive. Our office hours are 8:30 AM to 5:00 PM, Monday through Friday. Payments may also be left in our drop box, which is accessible while the gate is open Mon Fri 7:30 AM to 5:15 PM. View a map to our location.

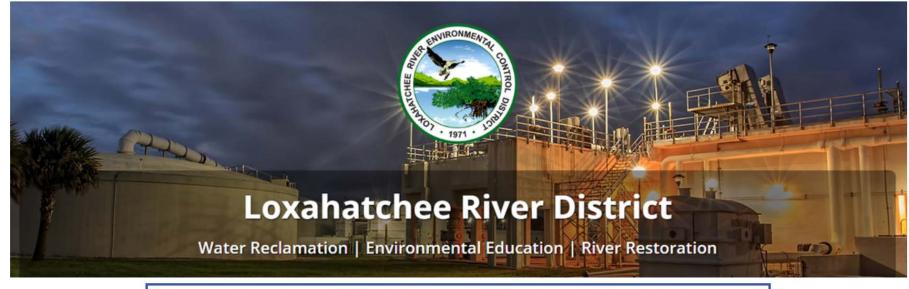
The District will apply a Late Fee equal to 10% of each delinquent Quarterly Service Charge for Sewer Service. Fees are assessed on new unpaid quarterly service charges only and not on preexisting balances.

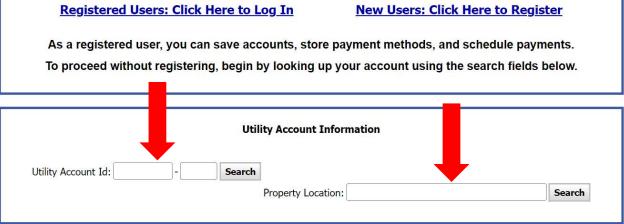
Please note our Credit/Debit card transactions are limited to \$5,000 per account per month.

The District Office is closed New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving (Thursday and Friday), Christmas Eve, and Christmas Day.

### **Utility Account Search**

4. Search by Account # (ex. 123456-0)- or - Property Address





This payments portal is provided for the Loxahatchee River District by Edmunds GovTech.

If you have questions or need assistance, please contact the Loxahatchee River District's Customer Service Department at (561) 747-5700, option 2, Monday through Friday 8:30am - 5pm.

#### Loxahatchee River District

2500 Jupiter Park Drive Jupiter, Florida 33458 (561) 747-5700

Email: billing@lrecd.org

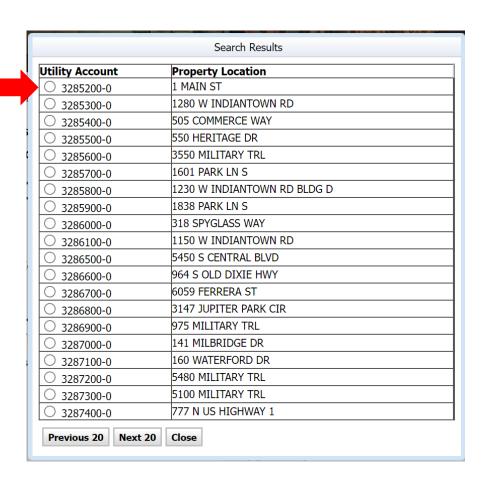
For Sewer-related Emergencies please call (561) 747-5708.

Last Updated: 11/20/2023

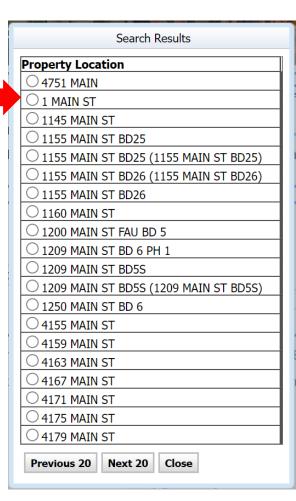
### **Selecting Utility Account**

to "Utility Account Number", or "Property Address", to choose an account to pay.

### **Account Search Results**



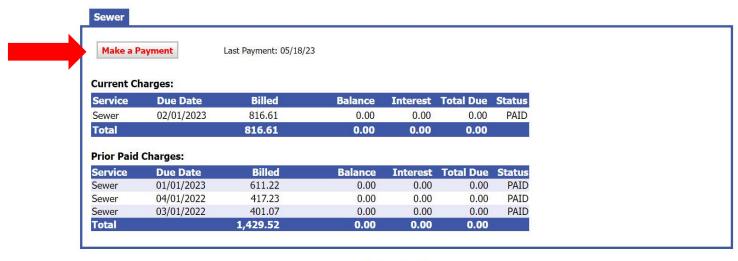
### **Address Search Results**



## **Current Charges & Payment History**

6. Click "Make a Payment"
Button, Located Above
Current Charges

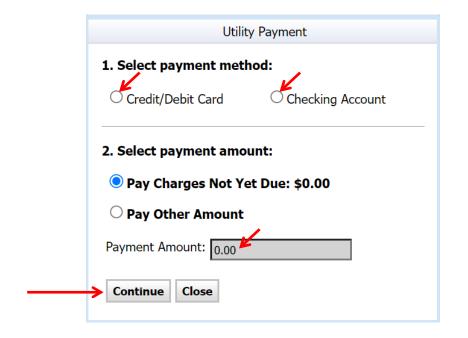


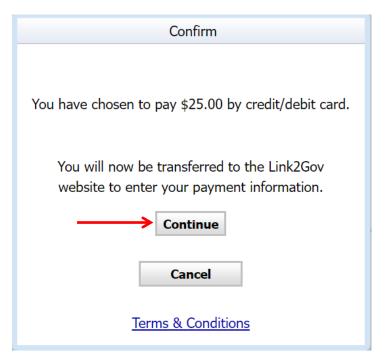


### **Return to Home**

# Selecting Payment Method & Payment Confirmation

- 7. Choose your payment method
- Select our payment amount.Click continue after completing your selection.
- You will be prompted to confirm your payment amount to continue





### **Payment Information Entry Form**

- 10. Choose your payment method from the following
- 11. Enter your payment details as prompted then click Continue.

### FIS **Pay Direct**

### Payment Entry

r dyffiont Endy		
Please enter your payment information.		
A service fee may be charged for using this service. Please complete the payment information below and click continue. You will be able to review the fee amount before submitting the payment for processing.		
Payment Method: Credit or Debit Card >		
Card Information	Billing Information	n
Card Number	Name	
Expiration Date Month ∨ Year ∨	Address	
Card Identification Code	City	
DISCOVER VISA STAR	State	Select a State V
	Zip	
pulse Mici	Phone	
	Email	
Can	cel Continue	
Browser Support  Get ADOBE READER		

### FIS **Pay Direct**

### Payment Verification

Please confirm your payment information.

Your Payment has NOT been submitted until the Process Payment Button has been clicked BELOW

Account ld: #######-0

Property Location: #### Street Address

Owner Name: A ####

\$ ##.## Payment Amount:

### **Card Information**

Card Number

Credit card **Expiration Date** details will

appear here

Payment Type

**Billing Information** 

Name

Country

Billing details Address

City

will appear

here.

State

Zip

Phone

Email

Go Back/Edit

Cancel

**Process Payment** 

Browser Support



### **Payment Verification Process Payment**

Verify the payment information

Click **Process Payment** button

Lastly, you will see a confirmation page and receive a confirmation email.

If you have questions, please contact the Loxahatchee River District by email at <a href="mailto:billing@lrecd.org">billing@lrecd.org</a> or phone at (561) 747-5700 option 2.

Thank you!

