



Implementing a new payment system and customer account number is essential to delivering great service to you. We're here to help make any needed changes easy.

The following steps are necessary to connect your new payment profile to your account and payment information.

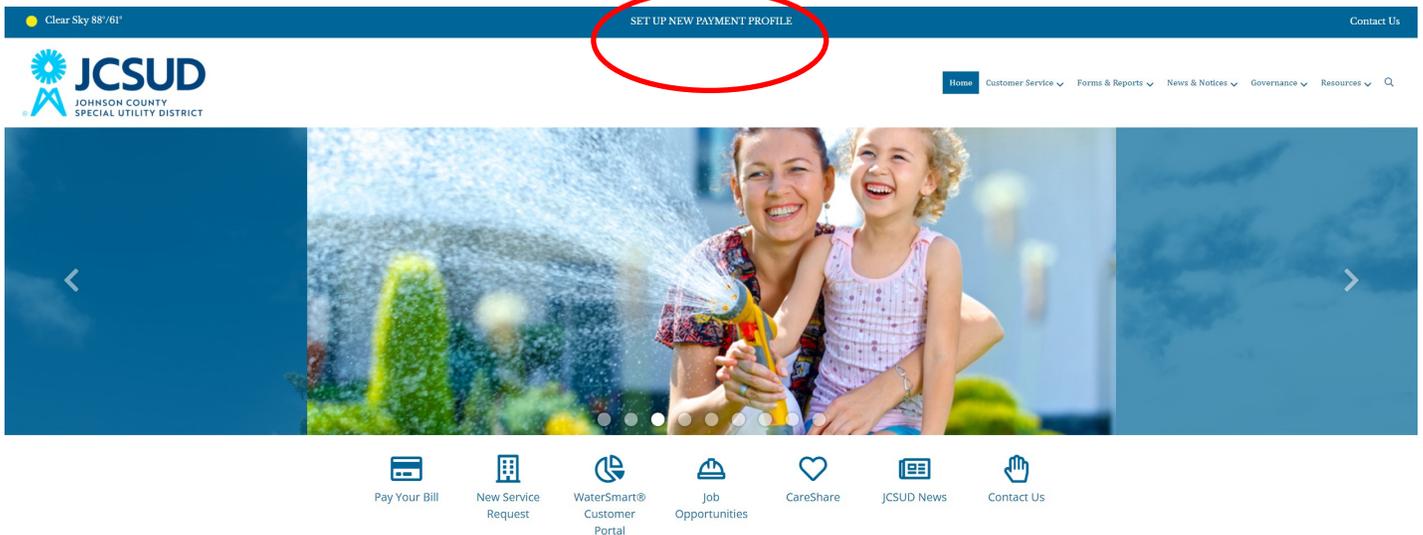
- Register and Login
- Add your Accounts
- Add your preferred Payment Method
- Pay your Bill, or enroll in Auto Pay

You can find your new account number on all JCSUD bills sent after August 26th.

\*Please note, if you have already created your new Customer Portal, you must **add your payment information to pay your bill or enroll in Auto Pay.**

Please follow these step-by-step instructions to help you create a new online payment profile and pay your bill.

1. Visit JCSUD.com
2. Click **SET UP NEW PAYMENT PROFILE**



3. Click **Register** and follow the prompts on the following page.



**Register**

Email required  
john.smith@example.com

Password required  
Password

Name  
John Smith

Phone number  
555-123-9876

Register Cancel

Already have an account? [Login](#)

In the Email address field, enter the user's email address.

In the Password field, enter the user's password.

In the Name field, enter the user's name.

In the Phone Number field, enter the user's phone number

Click Register.

4. **Verify your email address:** (you will have to check your email to complete this step).

5. **Login** using your email address and Password.

In the Email field, enter the user's email address.

In the Password field, enter the user's password.

Click Login.

**Login**

Email address

Password

Login

[Forgot password?](#)

Don't have an account? [Register](#)

## 6. Click Utility Billing

JCSUD

Home

Easy Pay

Utility Billing

Login / Register



# JCSUD

JOHNSON COUNTY  
SPECIAL UTILITY DISTRICT

Welcome to our online payments website!

The following services are available:

- Utility Billing

#### Available services

- Easy Pay
- Utility Billing

#### Additional links

- Contact us
- Terms and conditions

Pay by Text

## 7. Click Add an account and follow the prompts

JCSUD Home Easy Pay Utility Billing

Welcome! / Utility Billing

### Utility Billing Home

You do not have any Utility Billing accounts associated with your login.

**Add an account**

Add an account to access the following features:

- View account detail
  - Transaction history
  - Address info
  - Account info
  - Consumption history
- Pay your bill
  - Pay multiple bills in one payment
  - Save credit card for future payments
- Sign up for e-Billing
- Manage multiple accounts
- Submit service requests

**Online Services**

- Utility Billing Home
- Manage Accounts
- Sign up for e-Billing
- Email Reminder Settings

**Need Help?**

- [Submit Service Request](#)
- [Contact us](#)
- 817-760-5200

**Announcement**

Office Hours are Monday through Friday from 8am to 5pm.

JCSUD | 740 FM 3048, Joshua, TX 76058 | 817-760-5200  
[Terms and conditions](#) | [Contact us](#)  
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Account Number and Last Payment Amount can be found on your most recent bill. Click **Add Account**.

JCSUD Home Easy Pay Utility Billing

Welcome! / Utility Billing / Accounts / Add account

## Add account

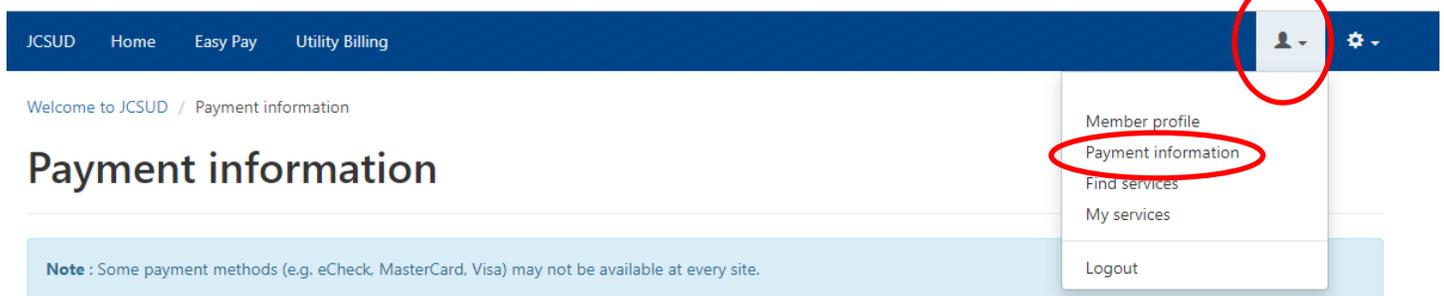
**Account Number \***

Please include all dashes. For example: 010-01010-01

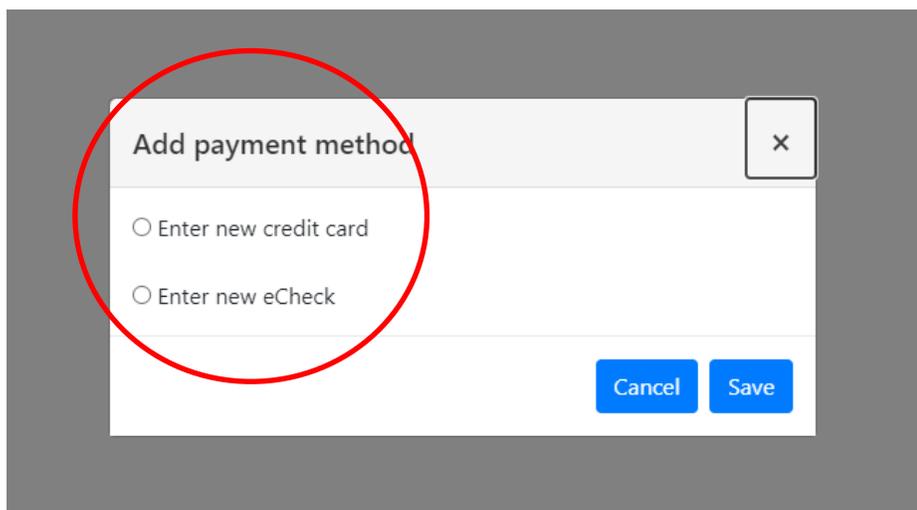
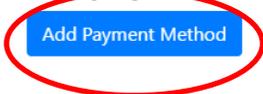
**Last Payment Amount \***

**Add Account** Cancel

8. Click the silhouette dropdown in the upper right corner – select **Payment information**
9. Click **Add Payment Method** and follow the prompts



## No payment methods saved



You will choose one of the two options:

- Enter new credit card
- Enter new eCheck

If you selected Enter new Credit card, fill in the required fields. Click Continue.

JCSUD Home Easy Pay **Utility Billing**  

Welcome! / Utility Billing / Payment cart / Select a payment method

## Select a payment method

Payment total: 00.00 [Change payment amounts](#)

Enter new Credit card

Card number MM YYYY

Cardholder name

Address

Billing ZIP code

Remember this card

Enter new eCheck

[Cancel payment](#) [Continue](#)

#### Online Services

- Utility Billing Home
- Manage Accounts
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If you selected Enter new eCheck, fill in the required fields. Click Continue.

JCSUD Home Easy Pay **Utility Billing** 👤 ⚙️

Welcome! / Utility Billing / Payment cart / Select a payment method

## Select a payment method

Payment total

Enter new Credit card

Enter new eCheck

Account type  Bank name

Account number  Confirm account number

Routing number  Confirm routing number

Name on account

Remember this account

### Online Services

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Now it is time to make a payment. You can select **Pay Now** or **Enroll in Auto Pay**.

The screenshot displays the 'Utility Billing Home' page. At the top, a navigation bar includes 'JCSUD', 'Home', 'Easy Pay', and 'Utility Billing'. Below this, a breadcrumb trail reads 'Welcome! / Utility Billing'. The main heading is 'Utility Billing Home'. A table lists accounts with columns for 'Account Number', 'Address', 'Last Payment', and 'Pay'. The first account is '00000 Active' with a balance of '\$338.20'. A red circle highlights the 'Pay' dropdown menu, which contains 'Pay Now' and 'Enroll in Auto Pay' options. To the right, there are three sections: 'Online Services' (Utility Billing Home, Manage Accounts, Sign up for e-Billing, Email Reminder Settings), 'Need Help?' (Submit Service Request, Contact us, 817-760-5200), and 'Announcement' (Office Hours are Monday through Friday from 8am to 5pm).

Account Number	Address	Last Payment	00.00	Pay
00000 Active	0000000	00.00	\$338.20	Pay Account ▾ Pay Now Enroll in Auto Pay

**Online Services**

- Utility Billing Home
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If you choose to **Enroll in Auto Pay:**

Select your Payment Day and Payment Method, then click **Enroll now.**

JCSUD Home Easy Pay **Utility Billing**  

Welcome! / Utility Billing / Auto pay

## Enroll in auto pay

By enrolling in Auto Pay, you understand that your account will automatically be drafted on the same day every month. We recommend you pay 5 days before your expected due date. If you schedule your payment after it is due, you may incur a late penalty that, if left unpaid, will result in disconnection of service.

### Payment Date

**Select Your Payment Day:**

I want my payment to draft on the  of every month.

### Payment Method

Enter new Credit card

Enter new eCheck

[Cancel auto pay](#)

#### Online Services

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If you choose **Make a Payment:**

Check your information, and then Click Continue.

Payment cart

Account #	Address	Current balance	Amount	Remove
00000	0000000	\$338.20 Due 10/5/2021	\$ 338.20	x
<b>Subtotal</b>			\$338.20	

Pay more Accounts

Cancel payment Continue

**Online Services**

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Office Hours are Monday through Friday from 8am to 5pm.

**You are all set!** Using your new payment profile, you can view account details, pay your bill, and manage multiple accounts at your convenience.