

Electronic Payment System Instructions --Pay on-line via the internet

First Time Users

On-line using the Internet:

Open SREC's website using an internet browser. Go to www.srec.org. Click on the "Pay Station" button.

Click on "Don't have an account? Register here!". Enter all requested information. Note that passwords must be 6 to 50 characters using only numbers and letters.

Click "Continue".

An account should be setup for you. Please call our office if you need assistance.

Using the System after an Account has been Setup

Open SREC's website using an internet browser. Go to www.srec.org. Click on the "Pay Station" button.

Enter your login information (login name or account number and password or PIN).

Enter your base member account number in the Login box. Your base account number is your account number without the sub account number. For example: If your full member and sub account number is 6552-002 then your base member account number is 6552.

If you have forgotten your User Name or Password, click on that phrase for assistance on retrieving them.

After entering your login information the main options page will display. Select the option you want to perform and follow the instructions. Below is listed the available options and their function.

- **Update or Save My Email Address** (Currently: xxx@yyy.com).

This option allows you to change your email address used for communications from the Electronic Payment System.

- **Register My Payment Method** (Edit, Save, or Delete payment accounts).

This option allows you to store payment information (bank account and/or credit card numbers) in the Electronic Payment system for future use. When you make a payment, you may choose one of the stored payment methods rather than typing the information each time.

- **View | Print | Save Bill** (View your current bill).

This option lets you to view/print your monthly bill for your records and verification. To view or print your bill in PDF format, you will need a PDF viewer, like Adobe Acrobat Reader, installed on your computer. You may click the link to download the reader if you do not already have one installed.

- **Payments** (Make a payment on your account).

This option lets you make payments on your electric accounts. You may pay all or a portion of your bill and you may make payments to several of your electric accounts (if you have more than one). You may also select the date when the payment will be processed. That's right, you may schedule a payment near the first of the month to be processed on the 15th say, when you are on vacation.

- **Automatic Monthly Payment Plan**

(Edit Automatic Recurring Payments settings; Not Enrolled).

You may enroll in our automatic recurring payment plan to have the system pay your bill for you every month on a date you select. You would use this option to enroll in or cancel this service.

- **Change Paperless Billing** (You are currently: Not Enrolled).

You may enroll to go paperless. This means you would not be mailed a monthly statement. You would however, be emailed a note that the monthly statement is ready on-line for your viewing and payment. Use this option to enroll or un-enroll from this paperless service. You just might help save a tree.

- **View My History**

You may view your account history.

- **Access A Previous Bill** (View an historical bill).

You may view or print prior months statements from this option. Simply select the month you would like to view.

- **Edit My Account Information** (Edit your online account information).

Use this option to make changes to your account information (email, phone, password, reminder question and answer), automatic recurring payment plan, paperless option, or stored payment account/method.

- **Register or Edit my User Name** (Change my User Name, Currently xxxxx).

Use this option to change or register a user name. Your account number cannot be changed. You may use your User Name instead of your account number for convenience when logging-in.