

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

First Time Users

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

Click on "Register here". Enter all requested information. Note that passwords must be at least 8 characters, contain at least one uppercase letter, at least one number, and may not contain any blank spaces.

Click "Next".

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 and password).

If you have forgotten your User Name or Password, click on that phrase for assistance on retrieving them. Call the office if further assistance is needed.

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.

- **Pay Your Bill:** Make payment on your electric account using a credit card, debit card, or bank account. Payment profiles can be saved for future use.
- **Current Billing:** View the current months billing information. Pdf copies of you bill can be printed if desired.
- **Billing History:** View your historic billing history in either KWH usage or dollars amounts billed.
- **Payment History:** View the payments made to your bill. The date of payment and the amount paid are available on this screen.
- **Usage History:** View monthly or daily KWH usage history. This table also shows the temperature data to help you identify how your usage pattern is affected by weather.

- **Bill Calculator:** Allows you to enter in a hypothetical meter read and calculate what your bill would be for that KWH usage.
- **Notifications and Alerts:** Allows the user to set up “Bill Ready Notifications” and “Payment Posted” notifications. These notifications can be configured to the user’s needs.
- **Recurring Bank Draft:** Allows the user to set up recurring bank draft payments. These drafts will be performed on the 15th of each month and will draft the amount due on the electric bill.
- **Recurring Credit Card:** Allows the user to set up recurring credit or debit card payments. These payments will be performed on the 15th of each month and will charge the amount due on the electric bill.
- **Accounts:** Allows the user to update his or her phone number and email information.
- **E-Billing Enrollment:** Customers can enroll in E-Bill. E-Bill customers received an email when bill is ready to view online. Customers can also choice to stop paper bill statements.
- **Payments:** Customers can add a payment profile to the account for future use. This saves time and is more secure than keying the payment information each time.
- **Delete Profile:** All online payment information will be deleted permanently including your user name and password. These can be recreated from scratch if deleted.
- **Change Password:** Update your password.