INSTRUCTIONS FOR USING COUNTY WEBSITE TO PAY WATER/SEWER BILL ONLINE

- Go to Grandtraverse.org
- Fees are as follows: Credit Card $3.95; Debit Card $1.95; or E-check $2.95
- At the bottom of the screen, click on the Payments bubble

At the bottom of the next screen in the blue ribbon click on Sewer & Water Payments
- In the blue ribbon click on Pay Bill Online

- Click on Utility Billing Payments on the left side of the screen under Services
Click on Pay Bill Online, this will bring you to a screen to enter 1 of the following Account Number; Name; Address; or Parcel Number.

TIP: From here you can save the link address in your favorites for future transactions.

**Getting Started...**

Welcome to the **Utility Billing** Online Payment Service. This service allows you information in one of the searches below.

- **Search by Account Number**
  
Enter the Utility Billing **Account Number** you are attempting to search:

  Account Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

  Search

- **Search by Name**
  
  Last name only is the preferred search method. For a more refined search, enter the name:

  Name: [ ] [ ] [ ] [ ]

  Search

- **Search by Address**
  
Enter the address of the record you are attempting to search:

  Address: [ ] [ ] [ ] [ ] [ ] [ ] [ ]

  Search

- **Search by Parcel Number**
  
Enter the parcel number of the record you are attempting to search:

  Parcel Number: [ ] [ ] [ ] [ ] [ ] [ ]

  Search
Hover over the account number and click
Search Results for "531711" using the Account.

Not finding what you are looking for? Click Step 1 above to refine your search.

Reference #: 531711

**Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display their local municipality if you believe there are errors in the data.

In the Amount Paying box enter the amount you want to pay, then go to payment option, click on the drop down arrow and choose the option you want to use for payment.

Pay Utility Bill

Enter the appropriate payment information below. Once you have verified your payment amount click the Make Payment button to continue.

<table>
<thead>
<tr>
<th>Billing Item</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Bill Price</td>
<td>$0.00</td>
</tr>
<tr>
<td>Water Lead Price</td>
<td>$0.00</td>
</tr>
<tr>
<td>Water Usage</td>
<td>$14.56</td>
</tr>
</tbody>
</table>

Amount Paying: $14.56

Payment Options: Credit Card

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Now you will see the Total Payment including the corresponding transaction type fee mentioned above; here you can decline or accept

Make A Payment

Grand Traverse, County of, MI
Water and Sewer

This payment service is offered by Official Payments Corporation as authorized by the entity to which you
Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions
Accept to proceed with your payment. Click "Decline" button to return to the beginning of the payment.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Water and Sewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount</td>
<td>$14.56</td>
</tr>
<tr>
<td>Service Fee</td>
<td>$3.95</td>
</tr>
<tr>
<td>Total Payment</td>
<td>$18.51</td>
</tr>
</tbody>
</table>

Official Payments Terms and Conditions

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity, you are seeking to pay taxes to accept your payment.

Your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Card Authorization Agreement

Printer Friendly
Be sure to fill in all * fields to process payment, click on Continue, once you click on continue you will receive your confirmation number, then you are done.

**Payer Information**
(Information for the person making the payment)

- **Country:** United States
- **First Name:**
- **Middle Name:**
- **Last Name:**
- **Suffix (Jr, Sr etc.):**
- **Street Address:**

- **Town/City:** TRAVERSE CITY
- **State:** MI
- **Zip Code:** 49684

(Use this field for APO, FPO, AA, AE or AP codes)

- **Daytime Phone:**

**E-mail Address:**
(Required for an e-mail confirmation and online verification)

**Re-enter E-mail Address:**

**Account Number:** RENN-003053-0000-01

**Payment Option**
(May differ from the person owing the tax, bill, or fee)

- **Card Type:** - Select -
- **Card Number:**
- **Expiration Date:**

(To determine the location of your Card Verification Number, click here)

**Payment Information**
- **Payment Type:** Water and Sewer
- **Payment Amount:** $14.56
- **Convenience Fee:** $3.95
- **Total Payment:** $18.51

[Buttons: Back, Cancel, Continue]