

1. Click **Log in** in upper right
2. You should be presented with this screen:

- a.
3. Use one of the services to sign in. *(It's recommended you use the same one each time you visit this site)*
4. Click **Utility Billing** on the left menu.
  - a. You will need your account number and customer ID to proceed from this step. They can be located on your bill or by calling Burke County Water and Sewer to obtain the information – 828-764-9060 press 1

Bill Number	Bill Date	Account Number - Customer Number	Current Billing Due Date
26193	03/28/2019	10010000 - 100001	04/25/2019

  

Description	Meter	Previous Read Date	Current Read Date	Previous Meter Reading	Current Meter Reading	Read Code	Usage (gallons)	Charge
WATER1		03/19/2019	03/19/2019	2270	5110	A	2840	\$36.10

5. You should be displayed with your account from here. Click **Manage Bills** on the correct account.

**Utility Billing**

Search Results

[Modify Search](#) | [New Search](#)

1 found

Customer Name	Service Address	Account Number	Customer ID	Parcel ID	Manage
MINTON, ANNIE SUE	0 MISCELLANEOUS	10010000	100001		<a href="#">Manage Bills</a>

6. Check the box(es) for the bill(s) you wish to pay and click “Add to Cart”

**Utility Billing**  
**Manage Bills** [Account Summary](#)

Service Address 0 MISCELLANEOUS  
 Account Number 10010000  
 As of 05/01/2023

**Outstanding Bills** (bill years 2013 to 2023 only) [Show Past Bills](#)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	5022	6/14/2018	6/25/2018	\$23.00	\$0.00	\$23.00	<a href="#">Bill Details</a>
<input checked="" type="checkbox"/>	8982	7/31/2018	8/25/2018	\$24.00	\$0.00	\$24.00	<a href="#">Bill Details</a>
						<b>Total Due: \$47.00</b>	

**Add to Cart**  
 select bills you would like to pay now, then click "Add to Cart"

7. In the upper right corner, click Checkout. If Checkout isn't displayed, click the cart icon and it will display.

8. Here you will be given the option to sign-up for automatic credit card payments. Click continue if you wish to enroll or click delete if you decline and then click Continue.

**Automatic Credit Card Payments**  
 Manage your enrollments in the automatic credit card payment system (optional)

As a convenience to you, we offer an optional "Automatic Credit Card Payment" service. If you wish to use this service, this page allows you to enroll or delete enrollments based on different bill types you pay on a regular basis. Enrollment status can either be Pending or Fully Enrolled. If pending, then you will still be required to make payments manually until full enrollment is achieved.

Current enrollments	Account ID	Status	
UB Services - General	10010000	Enrollment pending completion of a manual payment	<a href="#">delete</a>

**Continue** **Cancel**

9. Here you can put a different amount to pay on your bill(s) if you wish to change it. Click Continue.

**Pay Bills**

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2018	6/14/2018	5022	6/25/2018	\$23.00	\$23.00	\$ 23.00
Utilities	2019	7/31/2018	8982	8/25/2018	\$24.00	\$24.00	\$ 24.00

**Continue** **Cancel**

10. The next and final page is where you will enter your credit/debit card information.