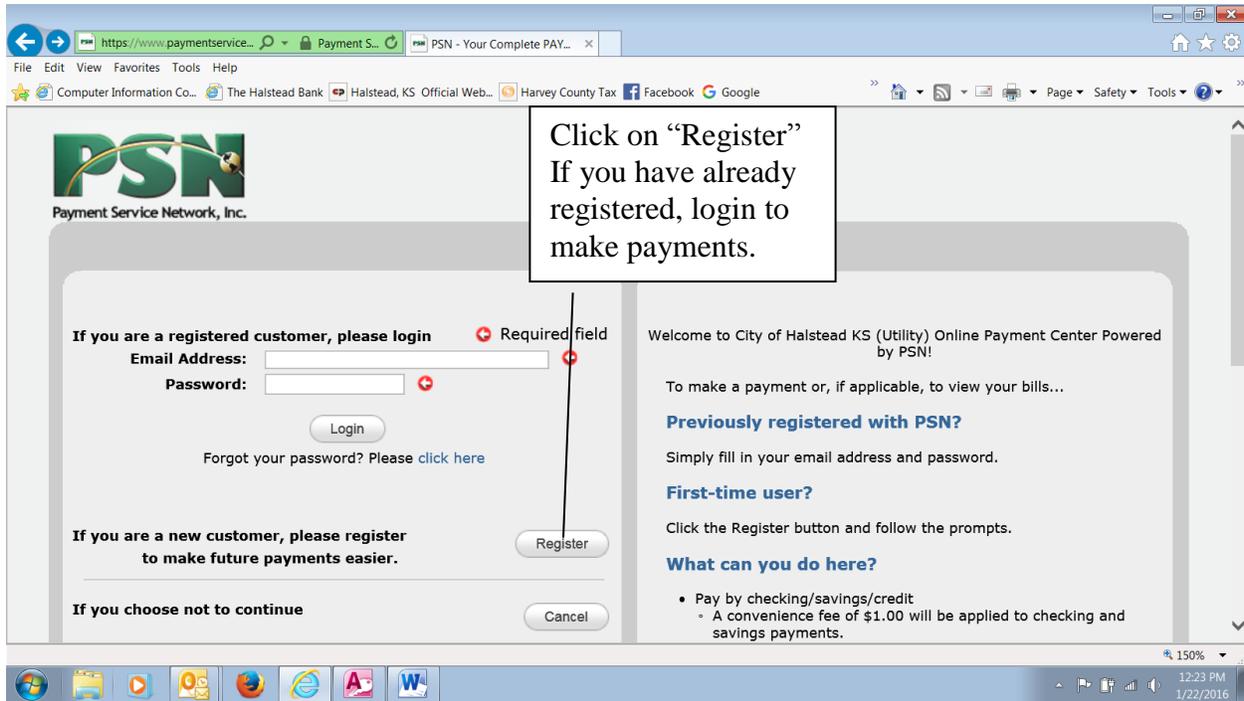
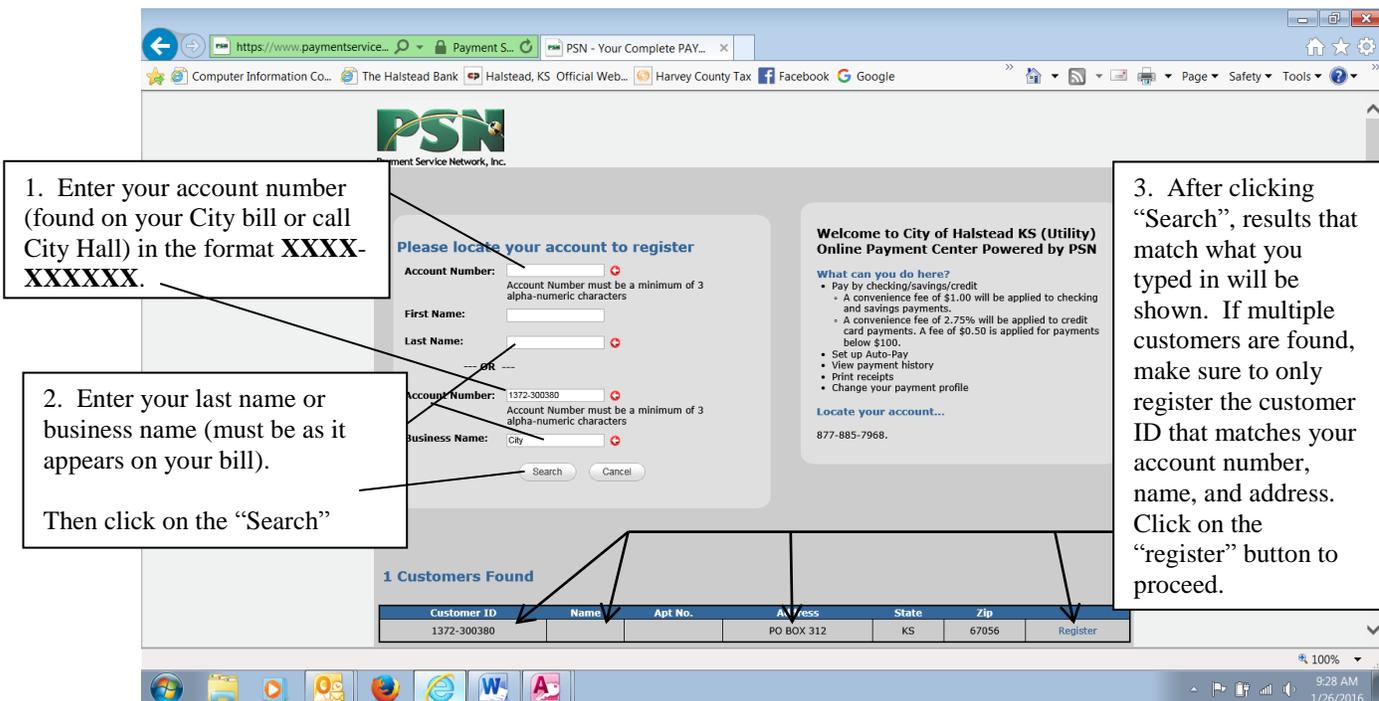


# Getting started with ONLINE BILL PAY for your City utility bills

After clicking on the “Online Bill Pay” button on our website, [www.halsteadks.com](http://www.halsteadks.com) you will be directed to PSN and see the following screen:



After clicking the “Register” button, this screen should appear:



# Getting started with ONLINE BILL PAY for your City utility bills

After clicking “Register” by your customer record the following screen should appear:

Enter your email address and create a password to setup your future login credentials for the next time you use Online Bill Pay. Then set up your secret question and answer and click the “continue” button.

\*\*\*Note that the City does not have access to your password nor do we keep it on file, this is handled by PSN\*\*\*

This should match your name on your bill.

**Profile Setup for City of Halstead KS (Utility)**

Thank you CITY ADMIN CENTER. We found your profile. In order to continue your payment process, please enter the following information (all fields are required):

**Email Address:**

**Confirm Email Address:**

**Password:**  Note: Your password must be between 7 and 20 characters

**Confirm Password:**

**Secret Question:** What is your mother's maiden name?

**Your Answer:**

After clicking the “Continue” button, you should receive a confirmation email at the email address you entered and the following screen should appear:

Follow the onscreen prompts to setup an online payment. You have the option to do one time payments or to set up auto pay with either e-checks or debit/credit cards.

Convenience fees of \$1.00 for e-checks or 2.75% for card transactions will apply.

Payments can take up to 48 hour to reflect on your bill.

Your balance due will appear here. Please Contact City Hall with balance questions.

Successfully added default payee account. You may now make a payment.

**Make and View Payments**

Current Profile: CITY ADMIN CENTER  
Current User ID: cityclerk@halsteadks.com

**Payment Options**

Balance Due (as of 1/26/2016): \$0.00  
If you think the balance is not accurate, call City of Halstead KS (Utility) at 316-835-2286. Payments can take up to 48 hours to post.

**Your Payee Account**  
City of Halstead KS (Utility) (316-835-2286)  
Available Payment Options:  
VISA, MasterCard, Discover, American Express

**Recent Activity**

The City of Halstead is pleased to offer this convenient service to our utility customers. Normal utility due dates still apply and fees will be assessed if payments are not received on time. Payments in person, over the phone, and by ACH are still available. For any questions or concerns please contact City Hall at 316-835-2286.