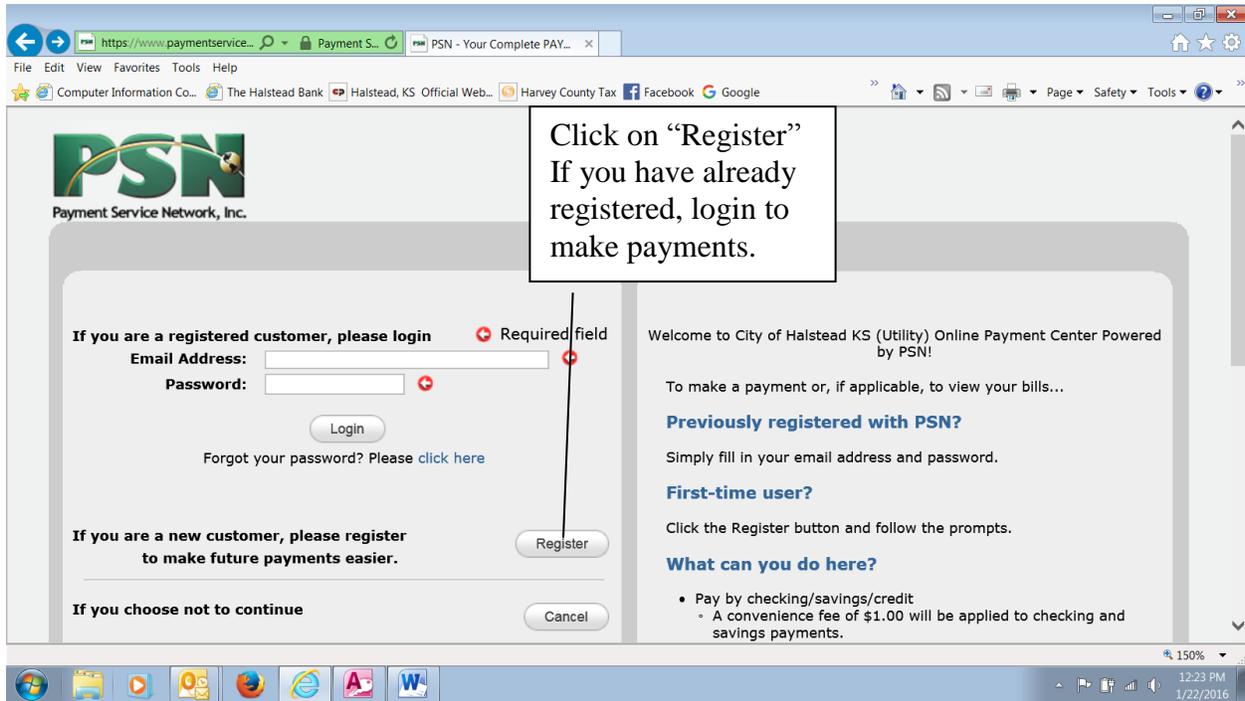
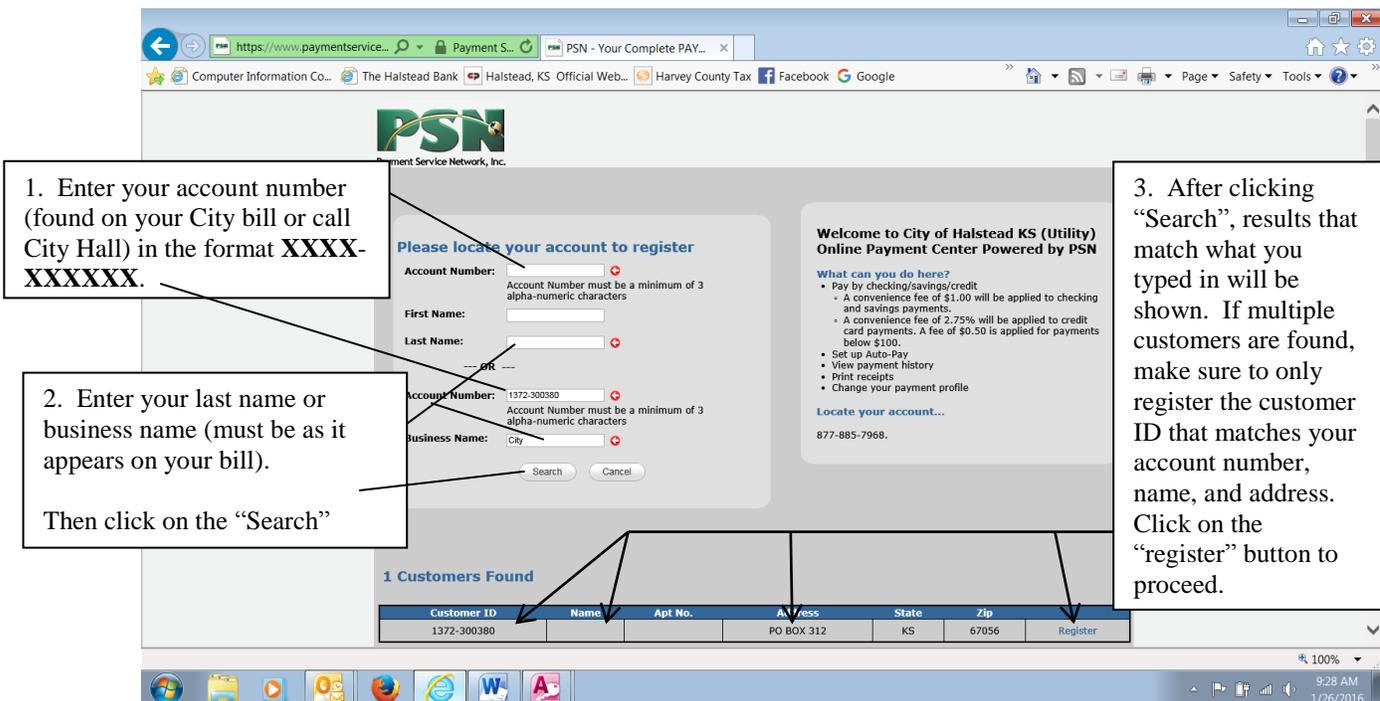


Getting started with ONLINE BILL PAY for your City utility bills

After clicking on the “Online Bill Pay” button on our website, www.halsteadks.com 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:

PSN
Payment Service Network, Inc.

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:

PSN
Payment Service Network, Inc.

Make and View Payments

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

Make a Payment | Payment History

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

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

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.