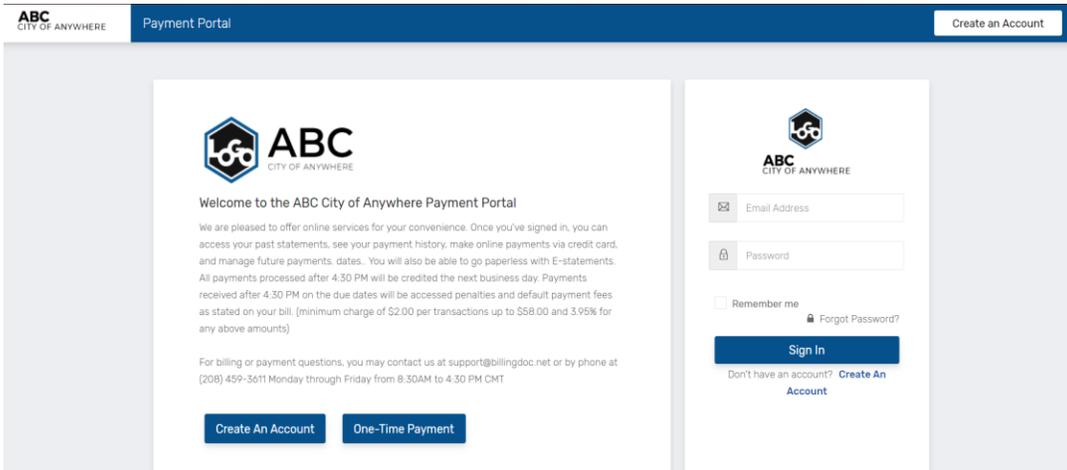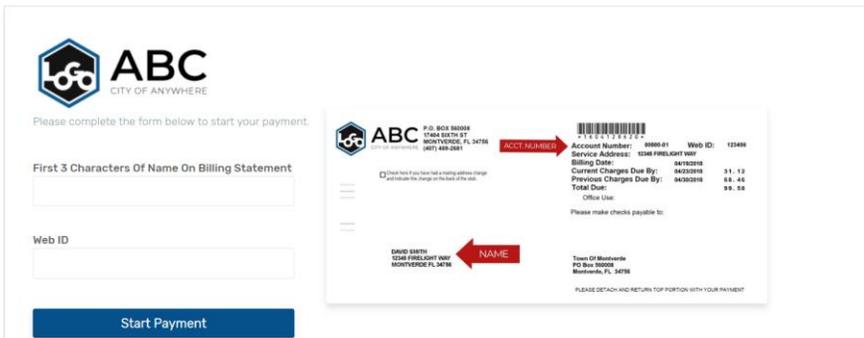You can choose to create an account, make a one-time payment or sign in to your account once you have created one.

ONE-TIME PAYMENT

1. To make a One-Time payment click on the One-Time payment button [One-Time Payment].
   You are now on the account validation screen.

2. Type in the first three characters of the payor name as it appears on the bill
3. Type in the account/web ID number then click the Start Payment button [Start Payment]

   You are now on the initiating payment screen.

4. Enter the amount you wish to pay in dollars and cents, then click the Next button [Next]

You are now on the credit card payment screen

This screen shows you the amount to be applied to your account *Sub Total, your processing fee(s) *Fee and the total amount to be deducted from your credit card or banking account *Final Total Due.
If your utility provider has opted to offer both pay by credit card and/or pay by check you can click on the payment option tab of your choice.

OPTION 1: PAY WITH CREDIT CARD

1. Type in your required credit card information in the boxes provided. Check your information to make sure it has been entered correctly.

2. Click the I agree to the terms and amounts above. PAY NOW button
    If your payment is successful you will receive a successful payment notification and a Transaction ID number. Please either print the screen or write your transaction ID number on your bill for future reference.
    This completes your pay by credit card payment.

OPTION 2: PAY WITH CHECK

Name on Account

Routing Number (9 Digits)

Check Account Number

Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to authorize two transactions, one for the fees and one for the payment to be applied to your account. **All payments are FINAL.**

I agree to the terms and amounts above. PAY NOW

Want to start over with another account? Click Here

1. Type in your required banking information in the boxes provided. Check your information to make sure it has been entered correctly.
2. Click the I agree to the terms and amount above. PAY NOW button I agree to the terms and amounts above. PAY NOW
   If your payment is successful you will receive a successful payment notification and a Transaction ID number. Please either print the screen or write your transaction ID number on your bill for future reference.
   This completes your pay by check payment.

CREATING AN ONLINE ACCOUNT PROFILE

1. Click on the Create An Account button Create An Account
   You are now on the account setup customer detail page

Name

Enter Full Name

Email Address

Enter Email

Password

Enter Password

Confirm Password

Re-Enter Password

Submit   Cancel

Already have an account? **Sign In**

Want to make a one-time payment? **Pay Now**

2. Type in the requested information then click the submit button Submit

You should now be on the Account Dashboard screen

3. You need to verify your email address. Log into your email account, find the verification email and confirmation code.
4. Type the code in the box provided and click the submit code button **Submit Code**
   You now need to Add your account to your dashboard

5. Type in the first three characters of the payor name as it appears on the bill
6. Type in the account/web ID number and click the submit button **Submit**
   You should now see your account detail. From this screen you can
   a. Nickname your account.
      1. Click on the Edit Nickname button on the right of the screen 🗑 Edit Nickname

      2. Type in the account name you choose then click the Save Nickname button **Save Nickname**

   b. pay your bill **Pay Bill ➕**

   Update amounts if necessary and click Next to review and pay:

   Total amount due is as of your last billing statement and may or may not reflect recent payments, see History for additional details of payments approved via this payment portal.

Web ID	Current Due	Past Due	Total Due	Want To Pay
77777777	$10.00	$0.00	$10.00	$ 10.00

   Next ➜

   Type in the amount you wish to pay in dollars and cents then click the next button **Next ➜**

You are now on the payment detail screen.

Review Amounts, Choose payment method and click Pay to complete transaction:

Web ID	Current Due	Past Due	Total Due	Want To Pay
77777777	$10.00	$0.00	$10.00	$10.00

Total Amount from Above:	$10.00
(3.95% Minimum $2.00) Fee:	$2.00
Final Total To Pay:	$12.00

Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to authorize two transactions, one for the fees and one for the payment to be applied to your account. **All payments are FINAL.**

🖳 Pay with Credit Card $ Pay with Check

This shows you the amount to be applied to your account *Total Amount from Above, your Fees, and your Final Total To Pay which is the full amount to be deducted from your financial payment account. If available, you may choose to Pay With Credit Card or Pay With Check (see instructions in payments above).

c. setup paperless billing [Paperless ✎]

Settings

$ AutoPay	🖉 Paperless	⚙ Account	🔒 Password

Update your Paperless settings here:

By checking the "Check for Notification" boxes on either email or text notifications you agree to receive notification that your bill is available to view at this site once you have logged on with your user name and password. You agree that you WILL NOT receive a paper bill via the USPS.

Account Number	Email Notification to mgandolfo@valli.com	Text Notification
77777777	☐ Check for Notification	No confirmed number available

Checkmark the box next to Check for Notifications. A pop-up message will appear. Click the OK button

abc.billingdoc.net says

By selecting this box you agree to turn ON email notifications for account 77777777. Please give this page a moment to refresh.

[OK]

Here is an example of the E-Statement emails

-----Original Message-----
From: bds@billingdoc.com <bds@billingdoc.com>
Sent: Friday, November 22, 2019 9:41 AM
To: Billing Document Specialists <BDS@billingdoc.com>
Subject: ABC City Ebill Notification

New E-statement and E-payment Notification

Your E-statement is now available. Please logon at https://abc.billingdoc.net

Thank you for using E-statements

d. setup automatic payments [AutoPay $]

$ AutoPay	🖉 Paperless	⚙ Account	🔒 Password

Update your AutoPay settings here: (Must have a Payment Method First)
Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to authorize two transactions, one for the fees and one for the payment to be applied to your account. **All payments are FINAL.**

Account Number	Payment Method	Next Payment	
77777777	Not set	Not set	Add a payment method

Click on the Add a payment method on the right side of the screen

Click the Add A Payment Method

If available, choose to pay by credit card or pay by check. (See payment method entry in the previous payments instructions)

e. View your statement history by clicking on the See Statement History link See Statement History

Once you have established your account the system will start compiling your statement history for you to view.

f. View your payment history by clicking on the See Payment History link See Payment History

Once you have made payments on your account under your username and password the system will start compiling your payment history for you to view.

g. Add another account by clicking on the Add Account button Add Account

Type in the required information then click the submit button Submit

h. Setup and save your Payment Methods (wallet) for your convenience by clicking on the Payment Methods link Payment Methods

Then click on Add a Payment Method Add Payment Method

If available, choose to pay by credit card or pay by check. (See payment method entry in the previous payments instructions)

All account items can be easily accessed by the links on the left side of your screen from your account dashboard.