

## **Lower Pottsgrove Sewer Press Release:**

The Lower Pottsgrove Commissioners voted to combine the trash bill and the sewer bill to reduce the number of bills you receive each year. This move will save everyone printing and mailing cost and provide you, the rate payer, with new options to receive and pay your bill. By signing up for paperless billing, you will receive text and email notification of your upcoming bill and reduce the carbon footprint of Lower Pottsgrove Township. You will now be able to pay your sewer\trash bill via your cell phone, computer, or pay via telephone.

### **How It Works**

We have partnered with Xpress Bill Pay, the premier provider for online bill payment systems. When you sign up for online bill payment you get a unique password that you use to access your personal account at [XpressBillPay.com](http://XpressBillPay.com). Every quarter we'll send you a reminder e-mail and or a text message to let you know when your utility bill is online. Then, just log in through your Web browser and view your utility bill, which will look like the paper statement you're familiar with. Select a payment type — credit card, (Visa, MasterCard, Discover) debit card, or electronic funds transfer — enter the information, and you're done! Keep in mind when using a credit card upon expiration you will need to update your account so the payment can be processed. It's that easy, and it only takes you a few minutes each quarter.

### **How to Sign Up**

- 1) Go to [Xpress Bill Pay](#). We have partnered with Xpress Bill Pay to provide you with online bill payment service.
- 2) Click on "Create a free account." If you've already signed up with Xpress Bill Pay, you can log in with your e-mail address and password.
- 3) Follow the instructions on the screen. You will need a valid e-mail address to create an account. Once you've submitted your information, you will receive a default password by e-mail.
- 4) Go back to [Xpress Bill Pay](#) and log in using your e-mail address and password. The "Add e-Bills" page appears. Follow the instructions on the screens to add us to your Xpress Bill Pay account.

Once you've created an account, you'll be able to go online at any time to view and pay your utility bills. Remember when entering your account number do not use the decimal (example: 123401).

### **Reminder**

If you have bill pay setup with your banking institution, and you are continuing to use that payment method, please make sure you update the payment mailing address as it is reflected on your January 1<sup>st</sup> Utility Invoice.