HOW TO

## **MAKE A ONE-TIME PAYMENT**

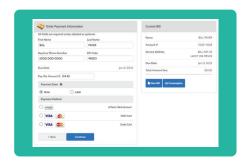
CITY OF LACEY

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ENTER THE THE CITY OF LACEY UTILITY ONE-TIME PAYMENT PORTAL BY ENTERING YOUR 'ACCOUNT NUMBER' AND 'EMAIL ADDRESS'.



REVIEW YOUR CURRENT BILL INFORMATION AND CHOOSE TO MAKE YOUR PAYMENT 'NOW' OR 'LATER' TO SCHEDULE A FUTURE DATED PAYMENT.



SELECT YOUR PREFERRED 'PAYMENT METHOD' AND INPUT THE REQUIRED DETAILS.



4 CONFIRM PAYMENT DETAILS AND 'AGREE TO AUTHORIZE PAYMENT' BY CLICKING THE CHECKBOX.



**5 ALL DONE!** A PAYMENT CONFIRMATION EMAIL WILL BE SENT TO YOUR EMAIL INBOX SHORTLY.