

## How do I add a Credit Card or ACH (Checking/Savings account) to my profile:

1. Log into your account:

The screenshot shows the 'Online Payment System' login page. On the left is a dark blue sidebar with the 'Marietta Power Water' logo at the top. Below the logo, the sidebar contains a 'Login' link and a list of menu items: 'One Time Payment', 'Cash Payments', 'New User', 'Outage Center', 'Help / F.A.Q.', 'Rates', and 'Contact Us'. The main content area is titled 'User Login' and includes a prompt: 'Please enter your user ID or primary email address and your password below and click on the "Login" button.' There are two input fields: 'Email Address' with the value 'k†' and a green checkmark, and 'Password' with a masked value '\*\*\*\*\*' and a green checkmark. A red 'Login' button is on the right, and a blue 'Reset Password' link is at the bottom left of the login area.

2. Click on My Profile:

The screenshot shows the 'Edit User Profile' page. The left sidebar is the same as in the previous image, but the 'My Profile' menu item is highlighted with a red rectangle. The main content area is titled 'Edit User Profile' and includes a red asterisk legend: '\* = Required'. There are two links at the top right: 'Maintain Wallet' and 'Maintain Accounts'. The form is divided into sections: 'Email Address' with a field containing 'kh' and an edit icon; 'Name and Address' with fields for '\* First Name', '\* Last Name', '\* Address One' (containing '123 Main Street'), 'Address Two', '\* City' (containing 'Acworth'), '\* State' (a dropdown menu showing 'Georgia'), and '\* ZIP Code' (containing '30101'); and 'Phone Number' at the bottom.

3. Click on Maintain Wallet:

Select Accounts

Manage Accounts

Account Information

Payment History

Make Payments

Auto Pay

Consumption Report

Billing History

Service Summary

Edit Account

Manage eBilling

My Profile

Logoff

Outage Center

Help / F.A.Q.

Rates


Contact Us

## Edit User Profile

\* = Required

[Maintain Wallet](#) [Maintain Accounts](#)

Email Address

\* Email Address: 

Name and Address


\* First Name:

\* Last Name:

\* Address One:

Address Two:

\* City:

\* State:  

\* ZIP Code:

Phone Number

4. Under Wallet Maintenance, you may click on Add Credit Card or Add Electronic Check:

The screenshot displays a web interface for 'Wallet Maintenance'. On the left is a dark blue sidebar menu with white text links: Select Accounts, Manage Accounts, Account Information, Payment History, Make Payments, Auto Pay, Consumption Report, Billing History, Service Summary, Edit Account, Manage eBilling, My Profile, Logoff, Outage Center, Help / F.A.Q., Rates, and Contact Us. The main content area has a light gray header with a breadcrumb trail: [Edit User Profile](#) / **Wallet Maintenance**. Below this is the title 'Wallet Maintenance' in a large, bold, dark blue font. A paragraph explains that the wallet is used to store payment information (credit cards and eChecks) for efficient payments, noting that users won't need to re-enter information each time. Below this text is a light blue box containing the message: 'There are no stored payment types. Use a link below to add payment information to the wallet.' At the bottom of this box are two buttons: 'Add Credit Card' and 'Add Electronic Check', both with blue text and red rectangular borders.

Select Accounts

Manage Accounts

Account Information

Payment History

Make Payments

Auto Pay

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[Edit User Profile](#) / **Wallet Maintenance**

## Wallet Maintenance

The wallet can be used to conveniently and securely store your payment information (credit cards and eChecks) to allow you to make payments more efficiently. Once you add your payment information here you won't have to enter it each time you wish to make a payment through this site. You can add multiple payment types to your account.

There are no stored payment types. Use a link below to add payment information to the wallet.

[Add Credit Card](#) [Add Electronic Check](#)

5. When you click on Add Credit Card, you will need to enter the required information:
- a. Credit Card Number
  - b. Expiration Month
  - c. Expiration Year
  - d. Billing Street Address
  - e. Billing Zip Code

Select Accounts

Manage Accounts

Account Information

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[Edit User Profile](#) / [Wallet Maintenance](#) / **Wallet Details**

## Wallet Details

Account Holder Name

Credit Card Number \*

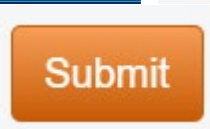
Expiration Month \*

Expiration Year \*

Billing Street Address \*

\* Billing Zip Code

Submit



6. Click Submit:

7. When you click on Add Electronic Check, you will need to enter the required information:
- a. Account Holder Name
  - b. Account Type – Checking or Savings
  - c. Routing Number
  - d. Account Number
  - e. Billing Street Address
  - f. Billing Zip Code

Select Accounts

Manage Accounts

Account Information

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**Make Payments**

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[Edit User Profile](#) / [Wallet Maintenance](#) / [Wallet Details](#)

## Wallet Details

Account Holder Name \*

Billing Street Address \*

Account Type \*

☒ Checking ☐ Savings

Billing City

Routing Number \*

Billing State

Account Number \*

\* Billing Zip Code

Confirm Account Number \*

Phone Number

Submit



8. Click Submit

9. You will then see this added to your profile:

Select Accounts

Manage Accounts

Account Information

Payment History

Make Payments

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Edit User Profile / Wallet Maintenance

## Wallet Maintenance

The wallet can be used to conveniently and securely store your payment information (credit cards and eChecks) to allow you to make payments more efficiently. Once you add your payment information here you won't have to enter it each time you wish to make a payment through this site. You can add multiple payment types to your account.

The tender has been added to your wallet.

[Add Credit Card](#) [Add Electronic Check](#)

Payment Type	Account / Routing Number	Expiration Date	Delete
Visa			<input type="checkbox"/>
eCHECK		Not Applicable	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Delete