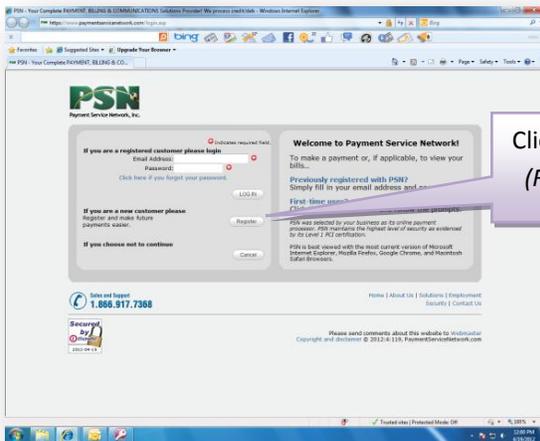


Waupaca Utility Residents: How to Register to Pay Online or View Your Bill Online

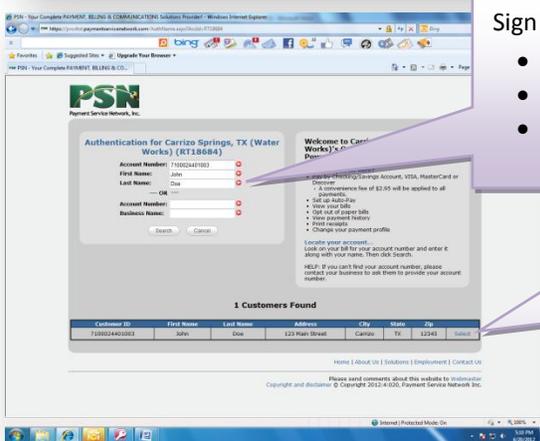


1



Click on Register (the first time you go online)
(Future payments, simply log in with your ID)

2



Sign in by entering:

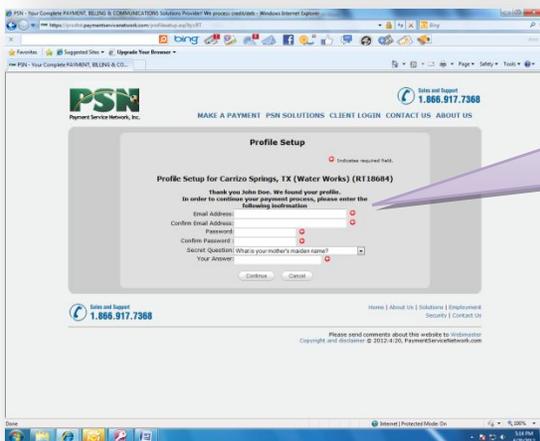
- Account Number (this is on your utility bill)
- First Name
- Last Name

Once you hit Submit, your name should appear at the bottom

- Click on Select

If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call the utility office at 715-258-4422

3



Fill out the requested information and select Continue.

That's it. You can now view your bills and make a payment!

If you have questions on the amount of your bill or your account number, please call the utility office at 715-258-4422.

If you have questions on paying or viewing your bills online, please call PSN at 866.917.7368.