

# UNENROLLED USER (Guest Payment)

## 1. Authentication using Account Number and Current Location Code

Account Number

2 YOUR ACCOUNT NUMBER

Location Code (5 Characters)

3 YOUR LOCATION CODE

4 Guest Payment

## 2. Review Your Account, Choose a Payment Amount

Home Pay My Bills Exit

Pay My Bills

ALL HISTORY

Invoice Date	Due Date	Amount Due	Payment Amount
5/13/2020	5/31/2020	758.62	100.00

Account Number UTL  
FirstName LastName

Past Due Amount 0

Click on the checkbox to pay. Any past due amounts will appear as a reminder of the minimum amount you should pay to avoid service disruption.

Only one Payment Amount field will be available for editing at any time. Previous statements and amounts due will be greyed out, but viewable by clicking on the blue paper with magnifying glass.

MESSAGES View

Thank you for your payment.  
Click "Add a Payment Method" to enter your credit card, debit card or bank ACH information.

PAYMENT SUMMARY

1 Invoice \$100.00

Remove All


Payment Method Add A Payment Method


Pay Date 5/13/2020

### 3. Add a One-time Payment Method

#### Add A Payment Method

Choose your preferred payment method to pay your bills.

 **BANK ACCOUNT**

 **CREDIT CARD**

**BANK ACCOUNT**

**Account Type**  
Personal Business

**Banking Type**  
Checking Account Savings Account

**Name on the Account**  
NICKNAME YOUR ACCOUNT

**Routing Number**  
YOUR 9 DIGIT ROUTING  
CAPITAL ONE N.A.

**Account #**  
YOUR ACCOUNT NUMBER

**Re-enter Account #**

Pay to the Order of \_\_\_\_\_  
\_\_\_\_\_  
123456789 00012345678 1111  
Routing Number Account Number

*Make sure to use your bank account number, not your ATM or Debit card number.*

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Add

### 4. Make Your Payment

- Payments can be scheduled for future dates
- Payments made on today's date will post if made before 6PM, otherwise they will post the next day
- You must enter an email address and phone number in order to Make Payment

Payments confirmed before Wednesday, May 13, 2020 6:00 PM MT will be posted on Wednesday, May 13, 2020. Payments confirmed after Wednesday, May 13, 2020 6:00 PM MT will be posted on Thursday, May 14, 2020.

Cancel Continue to Payment

#### Verify Payment

**PAYMENT SUMMARY**

1 Invoice \$100.00

Payment Method Add A Payment Method  
\*\*\*\*\*9999

Payment Date  
5/13/2020

Payments confirmed before Wednesday, May 13, 2020 6:00 PM MT will be posted on Wednesday, May 13, 2020. Payments confirmed after Wednesday, May 13, 2020 6:00 PM MT will be posted on Thursday, May 14, 2020.

**Payment Terms & Conditions**

These terms and conditions govern your use of the Internet Bill Presentation and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are imposed on withdrawals from any account. If we are not able to

Name  
YOUR NAME

Email  
YOUR EMAIL

Phone  
YOUR PHONE

[Update Customer and Address Information](#)

By clicking the **Make Payment** button you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Test ACH**, confirm that today, Wednesday May 13, 2020, I am authorizing a one-time debit from my Checking account ending in \*\*\*\*\*9999 in the amount of \$100.00 USD to be remitted to Southern Ute Utilities Division. This debit will occur on or after Wednesday May 13, 2020.

Make Payment