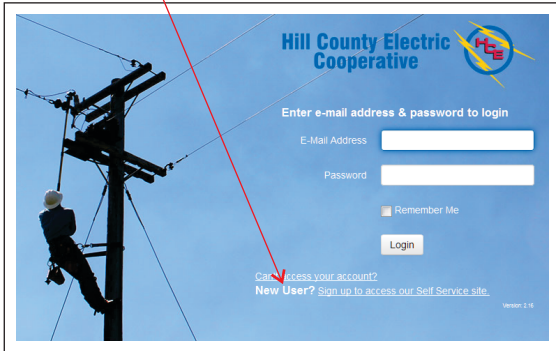


# Getting Started with Online Bill Pay

1. Go to [www.HillCountyElectric.coop](http://www.HillCountyElectric.coop). at the top of the screen click on "Pay My Bill" and then click on "Log into my account."
2. Click on the "Sign up to access our Self Service site" line next to "New User?"



3. Enter your Account Number, Last Name or Business Name as it appears on your Hill County Electric bill and the e-mail address you would like your online bill pay notification to go to then click "Submit". This will bring up the Security Questions.
4. Answer the Security Questions and click "Submit".

5. An e-mail with a temporary password will be sent to your designated e-mail box. Use the temporary password to login to your online account.
6. Once logged in to your account, you will be prompted to change your password.

7. Choose if you would like to turn off your paper bills and click "Submit". **Go paperless and receive a one-time, \$10 credit on your bill.**

8. You will be asked to choose a Security Passphrase. When entering your financial information on various screens, your chosen phrase will appear. If the phrase displayed is not the same as your chosen phrase, DO NOT enter your personal information and contact the HCE customer service department.

# Find a Payment Option

## Online Bill Pay:

Login to your online bill pay account, to make a one-time payment by E-Check or Credit Card. Credit cards accepted are Visa, Mastercard and Discover.

## Online Quick Pay:

Go to [www.HillCountyElectric.coop](http://www.HillCountyElectric.coop). click on "My Account" in at the top of the site. Then click on "Quick Pay." You will need your HCE Billing Account Number and the Last Name or Business Name on the account to access this payment option.

## Auto-Pay:

**Direct Withdrawal Payments:** Direct Withdrawal payments are debited to your selected checking or savings account every month. Direct withdrawal payments will be made on the **11th day** of each month. If the scheduled payment date falls on a weekend or holiday, the payment will be withdrawn on the following work day. When your direct withdrawal payment is set up, you will receive a notice on your statement that says, "DIRECT WITHDRAWAL PAYMENTS - DO NOT PAY."

**Automatic Credit Card Payments:** Automatic Credit Card payments are charged to your designated credit card account every month. Automatic credit card payments will be made on the **8th day** of each month. If the scheduled payment date falls on a weekend or holiday, the payment will be charged on the following work day. When your automatic credit card payment is set up, you will receive a notice on your HCE statement that says, "This bill will be paid by your credit/debit card as requested." Visa, MasterCard and Discover are accepted.

## Other Payment Options:

- Mail your check or money order to: **PO Box 2330, Havre MT 59501**
- Bring your payment to the Havre office at 2121 HWY 2 NW, Monday - Friday from 8 - 5. For after hours payments a drop box is conveniently located near the drive-up window.
- Call 1.855.385.9913, 24/7 to pay by e-check or credit card over the phone.
- Make your payment at the Native American Bank located in Rocky Bay.

# Simplifying Your Life with Online Bill Pay

Check out everything you can do with Online Bill Pay. It's so easy!

**View Billing History**

Quick Links: View Service Request, View Billing History, Get Help

**Account Overview**

Next Due	08/16/2014	Amount Paid	Total Due	\$0.00
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Make Payment

View and print your bill

**Accounts**

Payment Options:

- Pay with a new Credit or Debit Card
- Pay with a new Bank Account

Make Payment

Pay by credit/debit card or bank account

**View usage history**

Monthly Billed Usage

Energy Usage for August, 2013 - August, 2014

View usage history



## Less Paper. More Space.

With Online Bill Pay and Automatic Payments



Facebook: /HCElectric   Twitter: @HillCityElectric



1.877.394.7804   www.HillCountyElectric.coop

## Save Paper and Space

Sign up for Online Bill Pay, Direct Withdrawal or Automatic Credit Card Payments

**It's Free!**