

Account: _____
Pin No.: _____
Owner Name: _____
Service Location: _____

Minersville Borough Online Utility Payment Instructions

Go to www.minersvilleonline.com

Under Links (left hand side of webpage)

Select: Minersville Borough Online Utility Payments
Enter: Utility Account Id
Enter: Utility Account Pin
(please note each account has a separate pin number)
Select: Enter

Your account screen will appear.

Select: Make A Payment

Utility Payment Screen will open

1. Select payment method
 - Credit/Debit Card – approx. 2.95% fee of total bill
 - Checking Account - \$1.05 convenience fee
2. Select Payment Amount
 - Pay current charges
 - Pay other bill periods
 - Pay other amount
3. **Continue**
4. A fee schedule will appear – **Confirm or Cancel**
5. If you confirm, FIS Pay Direct will open, enter the appropriate information.
6. **Continue**
7. A payment verification screen will open, if you agree to the information, **Submit Payment**
8. **Finish**

Your account screen will appear showing ****Payment Pending****

To exit, select **Return to Home**

You will receive an e-mail confirmation of the payment made to your account.

Please note if you are paying multiple accounts, you will need to complete this process for each account and the fees associated will be charged for each account.