INFORMATION ON THE ENTRY SCREEN FOR CITY OF NEWBERRY
CREDIT CARD/DEBIT CARD PAYMENTS

***Credit/Debit card fees, currently at $1 per transaction plus 1.70% of the payment amount, are charged to the customer's card and are kept by SC.GOV, our service provider. The City does not absorb any fees related to the use of credit cards/debit cards.

General guidelines

When entering information, use the "Tab" key or use the computer mouse to move to the next block on the screen. The only time the "Enter" key may be used is when all information to complete the page has been keyed.

Please fill in all blanks unless the blank is labeled "optional" and please make sure the information you key is correct, in order to make sure the payment you make gets processed correctly.

You will need

- City of Newberry statement that you want to pay, showing the identifying number, name as it appears on the statement, service address if applicable, and amount to be paid
- The credit card or debit card to be used to pay the bill
- Internet connection to the City of Newberry website at www.cityofnewberry.com. Once you are on the City website, click on the link that says "ONLINE PAYMENT SERVICES". Use the dropdown box and choose the link associated with the type of payment you want to make. This will take you to the payment entry screen located on the State government's site SC.GOV.

Instructions for Online Payments
1. Enter City's identifying number: Enter all numbers in the City identifying number

                       Example: account number 1234567.00-89
                       Enter: 1234567(hit Tab key)00(hit Tab key)89
2. Enter amount of payment: Enter dollars and cents, including the decimal point
3. If making a utility bill payment: Enter the service address (address of the electric and/or water service, not the mailing address if different from the service address)
4. When all information is entered correctly, click "submit" to go to the screen where your credit card/debit card information is to be entered.
5. Double check the amount to be charged to your card. Remember that card-related fees are also charged to your card.
6. Click on the type of credit card or debit card that you want to use for payment (choices are Visa, MasterCard, and Discover).
7. Enter the complete credit card or debit card number.
8. Click on the Month and Year that the card expires.
9. Enter the name as found on the credit card or debit card.
10. Enter the Card Verification Number found on the back of the card.
11. Enter the complete billing address according to your credit card or debit card company.
12. If you would like us to have your email address, feel free to enter it next.
13. Enter a telephone number where we can contact you if there is a problem when we process your payment.
14. When you are sure that you have entered the correct information, click "Confirm My Payment."
15. Recheck your information for the final time and click "Process My Payment."
16. Choose to print a receipt for your records if so desired.
17. Click "Continue" to return to the City of Newberry website.