

How to View Your Bill Online Using E-bill

1. Type ebill.adamsec.coop in your Web browser (link at adamsec.coop also)

The screenshot shows a web browser window with the address bar displaying "Adams Electric E-Bill - Consumer Self Serve". The page header features the Adams Electric Cooperative, Inc. logo and a banner for "HYBRID POWER" with VISA and MasterCard logos. A navigation menu on the left includes links for "Adams Electric Home", "Your Bill Explained", "Contact Us", "Security Policy", "Help", and "Log On". The main content area contains a login form with fields for "E-mail Address" and "Password", a "Log me in automatically in the fut" checkbox, and "Submit" and "Reset" buttons. Below the form, there are instructions for registered users, new users, and those who have lost their passwords. A "NISC®" logo is visible in the bottom left corner.

Adams Electric Cooperative, Inc.
A Touchstone Energy® Cooperative

Service is backed up and unavailable between 11 p.m. and midnight on weekdays and between 11 p.m. Saturdays and 2 a.m. Sundays

Adams Electric Home
Your Bill Explained
Contact Us
Security Policy
Help
Log On

* E-mail Address:
* Password:
 Log me in automatically in the fut
Submit Reset

- If you are registered enter your e-mail address and password.
- If you are a new user [Click Here to sign up for online account access.](#)
- If you have lost your password [Click Here to retrieve it.](#)

NISC®

2. If you are already signed up for E-bill, enter your email address and password.

3. If you are a new user, choose "Click Here to sign up for online account access."
4. In order to sign up for a new account, you must enter your account number, last (or business) name, email address, and create a password.

You have a variety of options once you begin to use E-bill:

Adams Electric Home
Your Bill Explained
Contact Us
Security Policy
Help

Main Menu
Change My E-mail
Change My Password
Financial Info.
Log Off
Stop/Start Print Bill
Account List/Pay Bill

Details for Account
1234567890- COOP
123 ANYWHERE ST
Payments
Billings
View Charts

- A. Change your email address or password.
- B. You may choose to stop receiving the paper bill that is sent to your home each month.
- C. You may also pay your bill online with a check or credit card. **See the back of this piece for instructions.**
- D. Select one of these options to view a past payment or billing history.
- E. "View Charts" displays graphs of past electric use.



• view billing history
 • pay your electric bill online
 Use Adams Electric's E-bill to
Save paper, time, and money!

Just a click away!

How to Pay Your Bill Online

1. Select "Account List/Pay Bill" from the left menu bar. You will see this screen:

2. Make sure the "Pay?" box is checked.

3. Check the amount in the "Pay Total" box.

4. Click the "Pay" button.

Account Number	Service	Balance	Pay?	Pay Amount		Click to View:	View Paper Bill Image
1234567890	Electric Service	\$90.52	<input checked="" type="checkbox"/>	90.52	Payment Due on 4/4/2011	Payment History	Billing History
Service Address: 123 ANYWHERE ST		Description:					
Account Total:		\$ 90.52					
<input type="button" value="Pay"/>		Pay Total: 90.52	<input type="button" value="Uncheck All Pay ?"/>		<input type="button" value="Check All Pay ?"/>		

Select Payment Method

Account	Service	Amount
1234567890	Electric Service	\$90.52
Total: \$90.52		

Please select link for your method of payment:

[Pay \\$90.53 By Check](#)
[Pay \\$90.53 By Credit/Debit Card](#)

Check Payment

Please enter the following information in order to pay \$90.53 by electronic check.

Click on Submit when all the information has been entered to process the request.

Nothing will be processed until the Submit button is clicked.

Once you submit the process cannot be stopped, and clicking the 'Cancel' or 'Back' buttons on your browser will not prevent your bank account being charged.

Financial Institution:
 Routing Number:
 Checking Account Number:

Remember Bank Info

Click the Submit button to process this check payment.

First Name:
 Middle Name:
 Last Name:
 Company Name:
 * Address:
 Address Line 2:
 Address Line 3:
 * City:
 * State:
 * Zip Code:
 Phone (###-###-####):
 * Credit Card Number:
 Description:
 * Exp. Date (MMYY):

Click the Submit button to process this credit/debit card payment.

5. Click on "Pay by Check" or "Pay by Credit/Debit Card"

6. If paying by check, fill in information from one of your checks. Click the "Submit" button **only once**.

7. If you are paying by credit card, fill out the information in the required fields to verify your card. Click the "Submit" button **only once**.