



## ***Department of Public Utilities***

### ***Village of Wellsville***

156 North Main Street \* Wellsville, New York 14895

Phone: (585) 593-4950 \* FAX: (585) 593-3938

711(TDD)

***January 2011***

*The Village of Wellsville Department of Public Utilities is pleased to be able to continue to offer our customers low cost billing and convenient payment options. We encourage all customers to take advantage of our on-line (or ACH) payment options - to enable us to continue to provide low cost utility service.*

### ***DPU is now offering electronic (on-line) payments!***

*All customers can now securely access their DPU account information on-line to view and/or print account billing & consumption history; pay bills on-line; or even contact our Billing Office with questions.*

#### ***LOGIN INSTRUCTIONS:***

***(Note: first time users will need to CONTACT THE BILLING OFFICE AT 585-593-4950 FOR A TEMPORARY PASSWORD to set up your account.)***

- (1) Once you have logged onto the Village of Wellsville website at: [www.wellsvilleny.com](http://www.wellsvilleny.com), select the “Departments” tab, then go to the “Department of Public Utilities” tab (on the left).*
- (2) Select the “Click Here for E-Payment” icon.*
- (3) Login using your account number on your billing statement (including the decimal point) and enter your temporary password (provided by DPU Billing Office). (Note: your password can be changed after your initial login. Go to “Edit Account” at the top of the page to select a new password.)*
- (4) Select the “Pay Now” button and choose your preferred payment method (“pay with credit card” or “pay with check”). Enter all required fields and click “submit”. You will receive a confirmation page at the end of the transaction. (Note: customers will be charged a small convenience fee by the bank for each e-payment transaction.)*

***Please feel free to contact the DPU Billing Office with any questions or comments!***

**“This institution is an equal opportunity provider and employer. To file a complaint of discrimination write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272(voice) or (202) 720-6382(TDD).”**