

NorVal Electric Cooperative Online Bill Pay Directions

1. Visit our website at: **www.norval.coop**

2. Click **Pay your Bill Online**

3. At the bottom of the page **Click Here** to sign up for your online account

Welcome to the NorVal Electric E-Bill Site.

* E-mail Address:

* Password:

- 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.](#)

New User Registration

Fields marked with a * are required.

* Account Number:

* Last Name or Business Name:

* E-mail Address:

* Password:

* Confirm Password:

Discontinue Mailing My Printed Statements:

4. Enter information into fields including your account number, last name, email address and create a password, then retype the password to confirm.

5. Once you hit **Submit** you will be redirected to the login page, then hit **Submit** to log into your account.

6. In the boxes below your account number is shown on the left. To pay bill(s) enter the amount to be paid into the **Pay Amount** box and check the **Pay?** box.

Account List

Please confirm that we've got your correct address on file!

Mailing Address

JOHN & JILL DOE
123 ANYPLACE STREET
ANYTOWN, MT 59200

Customer Number: 1001

Please Note: If you are using a public computer it is important that you **Log Off** before leaving this site so that others may not access your account information.

Account Number	Service	Balance	Pay?	Pay Amount		Click to View:			View Bill
100100	Electric	0.00	<input type="checkbox"/>	<input type="text" value="0.00"/>	Payment Due on 07/20/2010	Bill Detail	Payment History	Billing History	View Bill Image
Service Address: *		Description: HEADQUARTERS							
Account Total:				\$0.00					
100103	Electric	0.00	<input type="checkbox"/>	<input type="text" value="0.00"/>	Payment Due on 07/20/2010	Bill Detail	Payment History	Billing History	View Bill Image
Service Address: *		Description: OLD WAREHOUSE							
Account Total:				\$0.00					

Pay Total:

- To pay the total balance, click on 'Pay'.
- To exclude an account or service, uncheck the 'Pay?' checkbox for that item.
- To change the total you will pay, click in the Pay Amount box for each item and enter the new amount that you want to pay.
- When you are ready to pay, click on 'Pay'.
- If you have many accounts or services and only want to pay a limited number of them, you can click on 'Uncheck All Pay' and then check the 'Pay' checkbox for each account or service you want to pay.

7. At the bottom of the page hit the **Pay** button to continue to the payment options screen.

8. Choose your payment type by clicking on the appropriate box. We accept Visa or MasterCard or you can pay with a personal check with your Routing and Account Number.

9. Enter all the appropriate information. Every box with a red star next to it will need to be filled in.

Credit Card Payment Page

Personal Check Payment Page

10. Once payment has been submitted, you can choose to have your confirmation emailed to you by hitting **Submit** after your email address.

11. To enter a meter reading continue to the bottom of the page and enter reading into the box.

12. Once your bill has been paid and current reading entered and submitted, you can continue to the left side of your screen and **Log Out**.

Account	Service	Amount
153800	Electric	\$27.00
Total:		\$27.00

★ We recommend you keep a record of your monthly bills in your billing book, but you do not need to mail in the billing card each month if you've submitted readings electronically.

If you have any questions or need assistance feel free to call the office at 228-9351 or 762-3411.