

The Town of Bristol Water Department now accepts online credit card payments!

To access the online credit card payment system please go to the Town of Bristol website at, www.bristolvt.org/town-departments/water/.

Once on the Water & Sewer Department webpage, click the link Water User Credit Card Payments. This will re-direct you to a MuniPAY website, allowing you to pay your water bill online. *Please note there is a convenience fee associated with using the credit card, 2.65% **OR** \$3 whichever is more.*

When on the MuniPAY website, you can search for your bill via account number **OR** name (please enter the name as it appears on your bill).

When you have entered either field, click SEARCH for results, which will populate below the search.

Find the associated bill you would like to pay, under the "Payment Item" column click the link "Water"

The next screen will lead you to "Payment Item Detail" - here the amount due automatically fills in for payment. This field is editable. Once you are satisfied with the amount click "Add Item" which will bring you to the "Cart Summary."

Review the information. Once satisfied click "Checkout."

Your "Cart Summary" will continue on the next page, where you will see your water fee and the convenience fee (2.65% or \$3 whichever is more).

To continue making your payment you **MUST** check the box agreeing to pay the non-refundable fee. Once this box is checked, complete the "Payment Options" fields. If this box is not checked, online payment cannot be made.

Click "Process Sale"

You will see on the screen immediately whether your payment has been approved or denied. If it is approved a copy of your receipt will be sent to the email address you supplied.

If you have questions, or need support regarding the payment process you can call MuniPAY Support 1-877-590-5097 or you can contact the Bristol Town Offices 453-2410.