

## **Instructions for Online Bill Pay - Utility**

1. Access online bill pay by following the following link:  
<https://vdsinc.com/bill-lookup/?instance-id=clarkton-utility>
2. Enter your utility account number which can be found on your utility bill and press enter.  
For example, 001-0000100-1.
3. You will see your account with your current balance, past due balance, and the total amount due.
4. Click "Add to Cart" on the left side of the screen.
5. Click "View Cart."  
The payment amount will auto-fill for your total amount due. If you would like to pay more than what is due, you may change this amount, and it will apply any overage as a prepayment.
6. Click "\$ Pay Now by Card."
7. Review the subtotal, service fee, and total charges.
8. Review the terms and conditions and then check the box to agree for your credit/debit card to be charged.
9. Click "Continue."
10. Enter your card information and billing information
11. If you would like a receipt, select "Yes" on the drop down menu and enter your email.
12. Click "I am not a robot"
13. Click "Submit Payment"