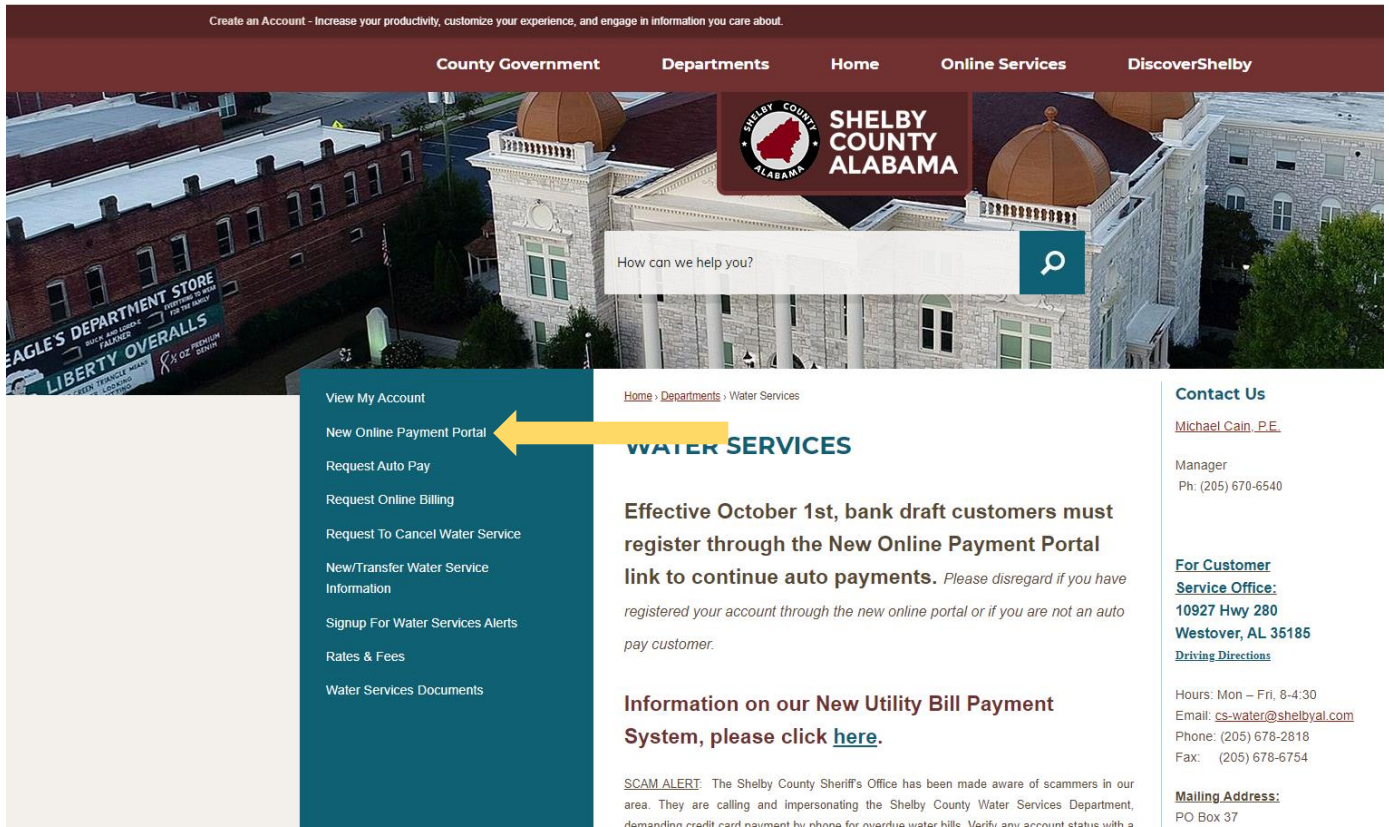
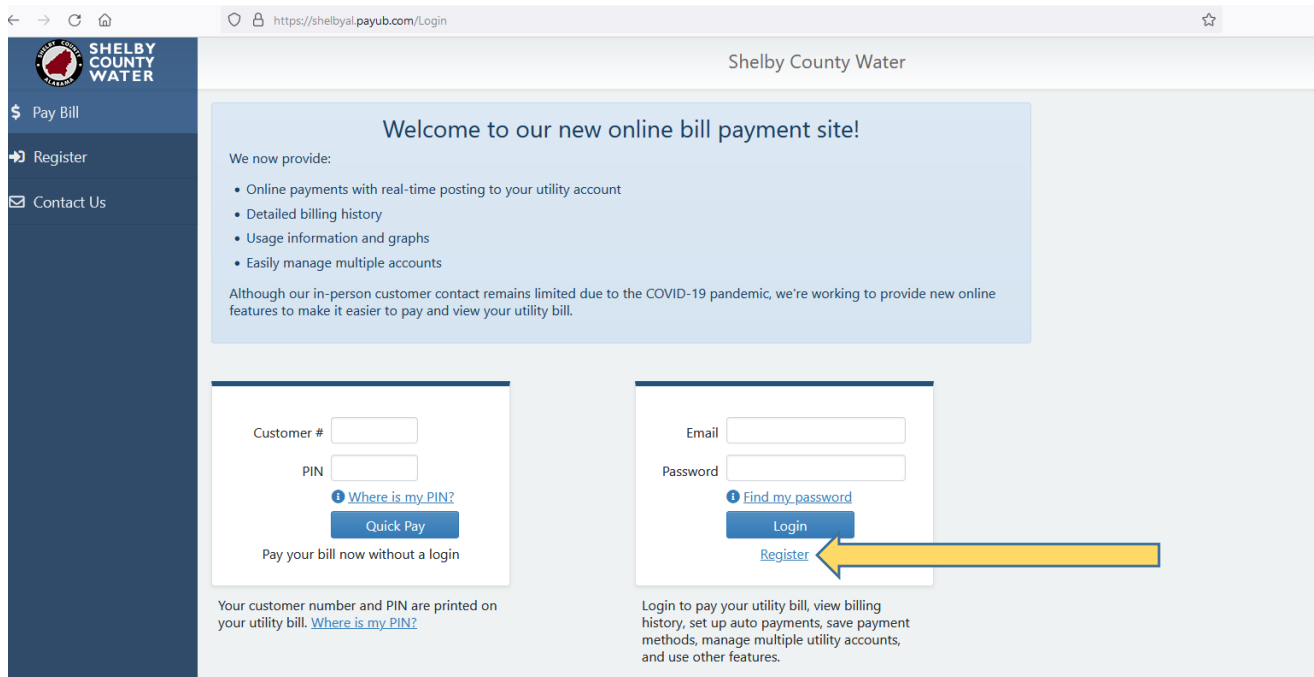


1. At water.shelbyal.com select “New Online Payment Portal.”



2. Register your account using your customer number and PIN.





\$ Pay Bill

➔ Register

✉ Contact Us

1 Enter your email address and choose a strong password. Your email address will be your login.

Email Address

Password

Show Passwords

Repeat Password

2 Enter your account number and PIN. (If you have more than one account, you can add more accounts after registering.)

Customer Number PIN

[Where is my PIN?](#)

3 Provide your profile information.

First Name (Optional)

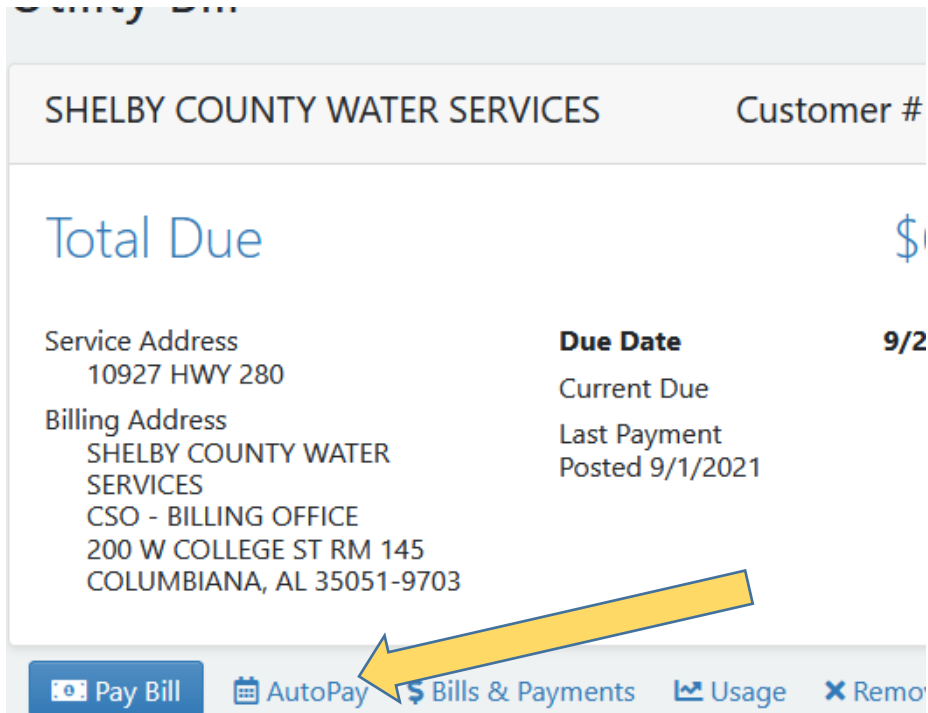
Last Name (or Business/Organization)

Phone Extension

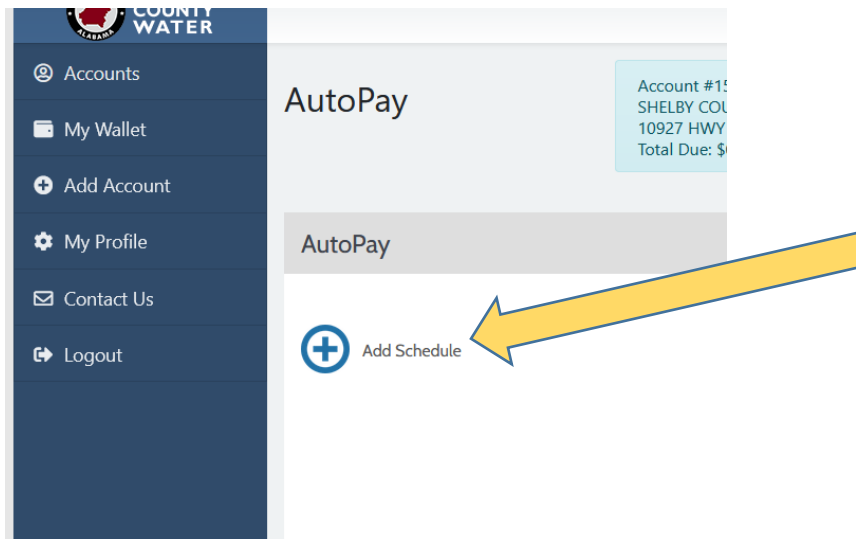
Register



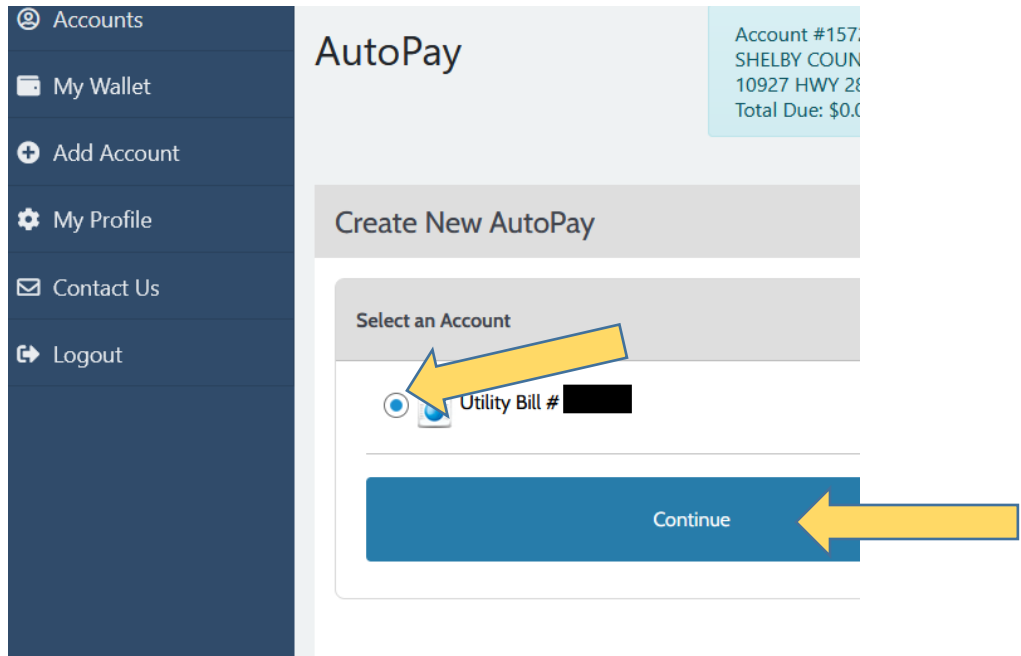
- Once registered, login to your account using your email and the password you created. Select the AutoPay option.



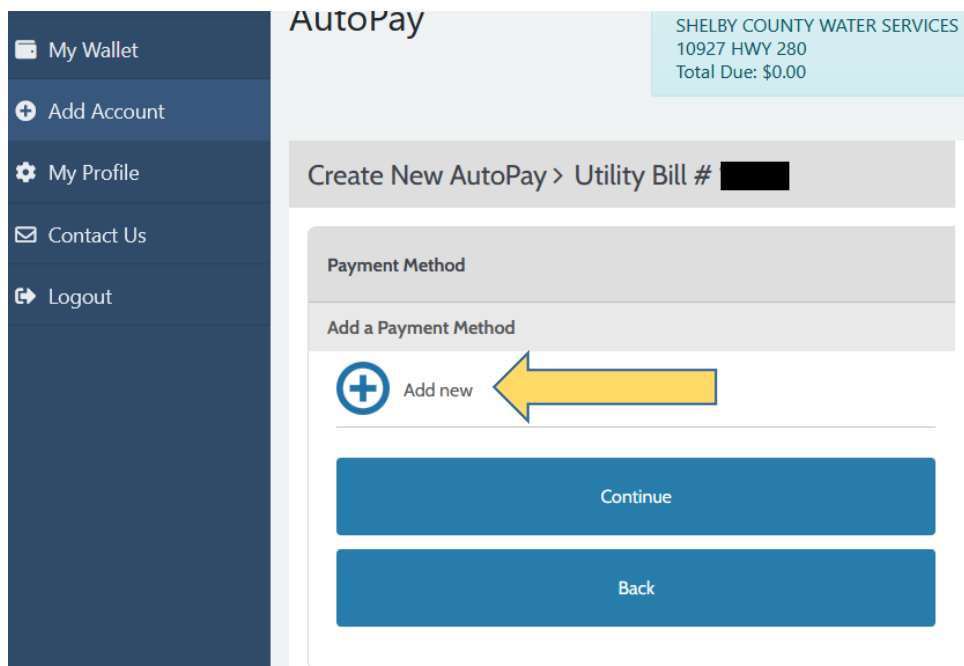
- Select "Add Schedule."



5. Select "Utility Bill" and Continue.



6. Select "Add New" and Continue.



7. Choose your payment method of E-check (checking account), Debit, or Credit. Enter account information for the payment type, check the box to “authorize payment” and select “Add.”

SHELBY COUNTY WATER

Accounts
My Wallet
Add Account
My Profile
Contact Us
Logout

Add Payment Method

E-Check Debit Credit

echeck

Where can I find my routing and account number?

⑆ 123451234 ⑆ 3218235 ⑆ 5284 ⑆ 123451234 ⑆ 5284 ⑆ 3218235 ⑆

Routing Account Check OR Routing Check Account

Account Type
 Checking Savings

Routing Number **Account Number**

Bank Name **Name on Account**

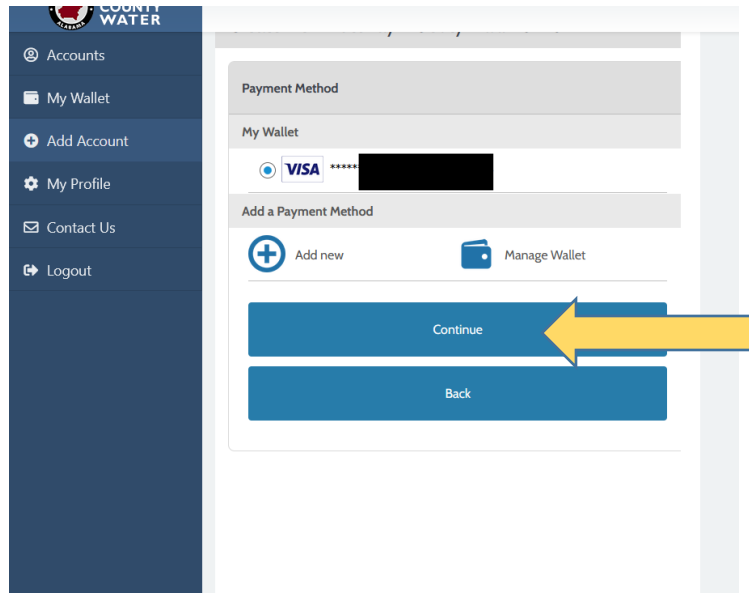
[View Authorization Agreement for direct debit payment \(ACH Debit\).](#)

I authorize ACH direct debit payment (ACH Debit).

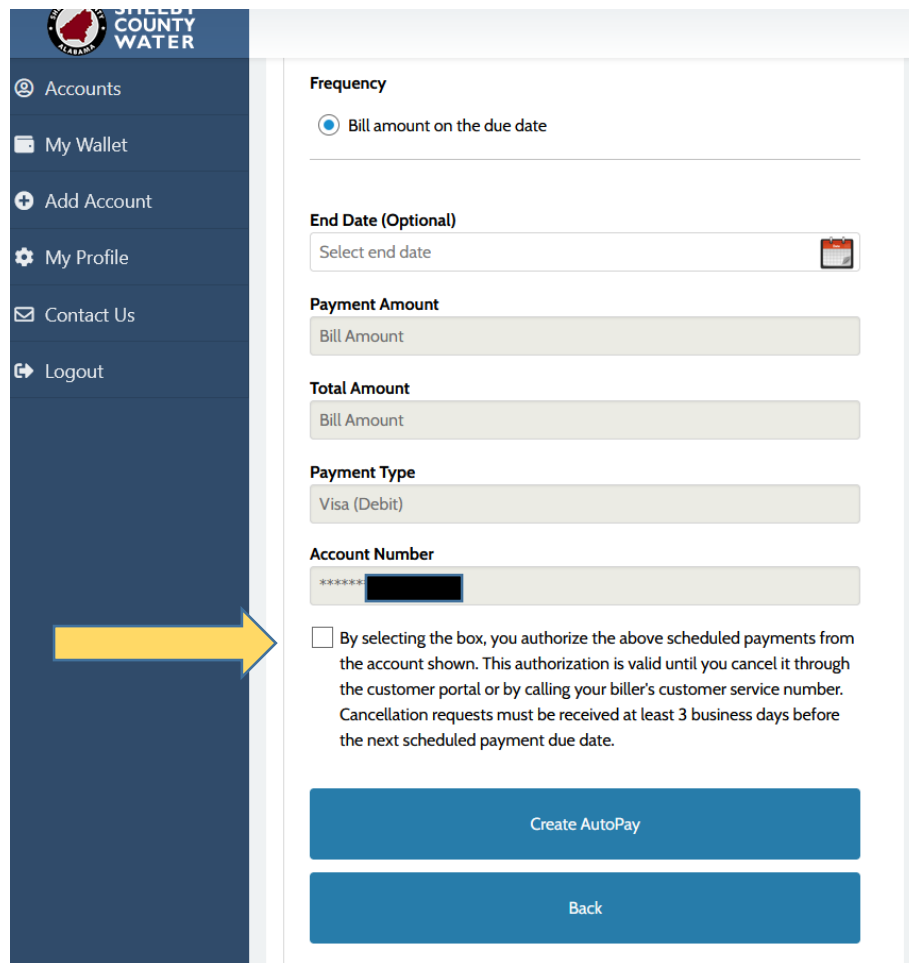
Add

Back

8. On the following screen, review your payment method and select “Continue.”



9. Review the current screen. Frequency will be the due date. Leave the end date blank if you would like your auto pay active for future payments. Select the box to authorize the scheduled payments. Select “Create AutoPay.”



10. You will then receive confirmation that auto-pay is active and scheduled.

The screenshot shows a web browser window with the URL <https://shelbyal.payub.com/Account/AutoPay/15723>. The page features a dark blue sidebar on the left with the following menu items: Accounts, My Wallet, Add Account, My Profile, Contact Us, and Logout. The main content area is titled "Schedule Created" and contains the following information:

Confirmation #	4591101
Payment Type	Utility Bill
Account #	[REDACTED]
Payment Method	Visa (Debit) ***** [REDACTED]
Start Date	Sep 2, 2021
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Total Amount	Bill Amount

At the bottom of the confirmation area, there are two blue buttons: "Print" and "Back to AutoPay".