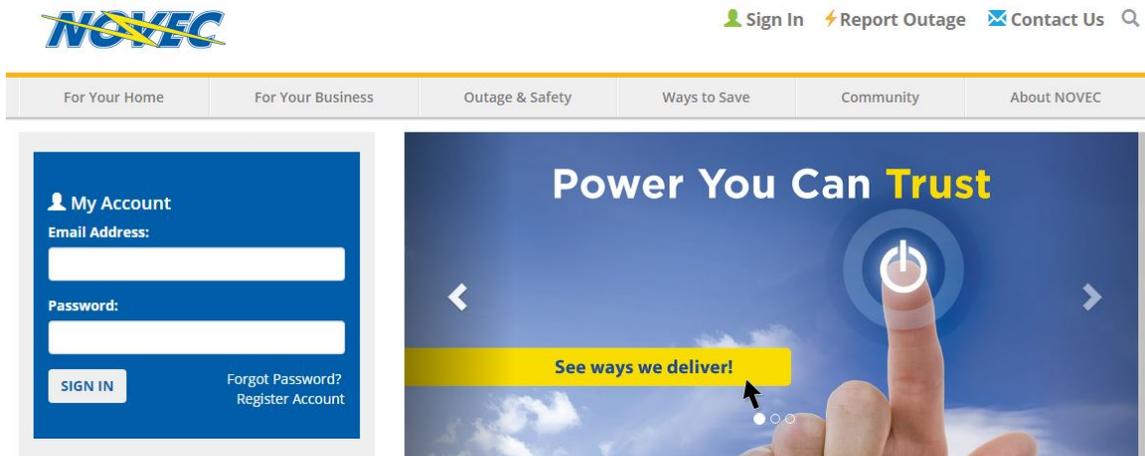
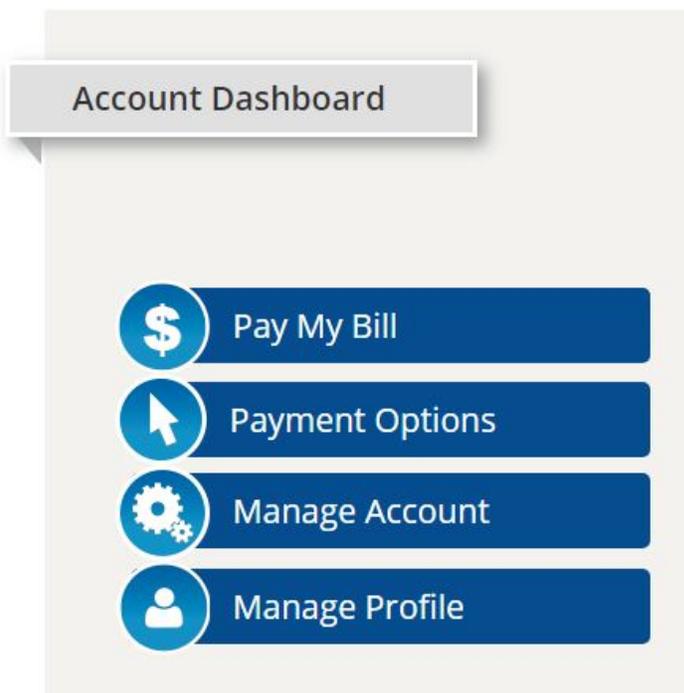


## e-Billing: Making a one-time payment

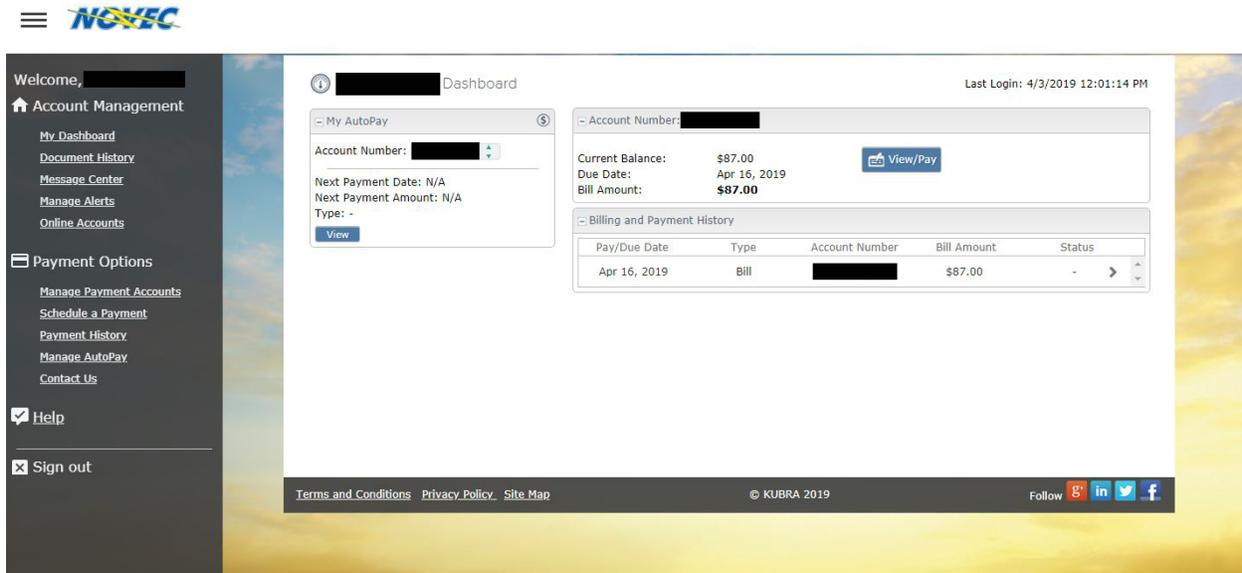
- 1) Go to [www.novec.com](http://www.novec.com) and log into your account using your email address and password in the blue box or the Sign In button at the top right of the screen.



- 2) You will see your account dashboard. Click Pay My Bill.



3) You are now in the e-Billing system. Click the menu (three horizontal lines) in the top left. This will open the gray sidebar.



To minimize the menu so you can view the entire page, click the menu icon again or anywhere in the shaded gray area.

*Please note that before a one-time payment can be made, you must have already entered your bank account payment information. Please refer to our [e-Billing: Adding Bank Payment Information](#) help guide.*

4) You can make a one-time payment from either 1) My Dashboard or 2) Schedule a Payment in the side menu.

**a. If you select My Dashboard for a one-time payment, you will see the screen shown below. Click the blue View/Pay button to begin making your payment.**

**\*Remember to minimize the menu so you can view the entire page. Click the menu icon (three horizontal lines) or anywhere in the gray, shaded area to do so.**



Welcome, [REDACTED] Dashboard Last Login: 7/19/2018 12:16:09 PM

**Account Management**

- My Dashboard
- Document History
- Message Center
- Manage Alerts
- Online Accounts

**Payment Options**

- Manage Payment Accounts
- Schedule a Payment
- Payment History
- Manage Recurring Payments
- Contact Us

Help

Sign out

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**Payments**

Account Number: [REDACTED]

Current Balance: \$97.47 [View/Pay](#)

Due Date: Aug 08, 2018

Bill Amount: **\$97.47**

**Billing and Payment History**

Pay/Due Date	Type	Account Number	Bill Amount	Status
Aug 08, 2018	Bill	[REDACTED]	\$97.47	- >
Jul 14, 2017	Payment	[REDACTED]	\$132.16	Paid >
May 15, 2017	Payment	[REDACTED]	\$215.84	Paid >
Apr 17, 2017	Payment	[REDACTED]	\$126.50	Paid >

The next screen is where you select the payment date and amount to pay. The banking account information is automatically populated. You will only need to select a payment account if you have multiple bank accounts on file.

The system defaults to Pay ASAP (the current date) and to pay the total account balance. If you wish to change either of these, select the option you want and if necessary, enter an alternate payment date or payment amount. Verify that the information is correct, then click Submit.

1 Payment Information   2 Review Payment   3 Confirmation

**Payment Details**

Account Number: [REDACTED]

Payment Account: my acct

Payment Date:
   
 Pay ASAP 07/19/2018
   
 Due Date 08/08/2018
   
 Other Date [mm/dd/yyyy]

Payment Amount:
   
 Invoiced Amount: \$97.47
   
 Amount Due: \$97.47
   
 Other Amount: \$

Back   Submit

Scheduled payments require 72 hours to be processed and must be scheduled on a weekday.

NOVEC Investing in Our Communities

EB

Statement for Account [REDACTED]

**Account Summary**

Previous Balance		222.47
Last Payment Received		223.00
Balance Forward	07/09/2018	-0.53
<b>NOVEC Distribution Services:</b>		
Distribution	05/31/2018 - 06/29/2018	32.16
<b>NOVEC Electricity Supply Services:</b>		65.06
<b>NOVEC Fees: Other Charges and Credits</b>		0.78
Date Billed	07/11/2018	
<b>Amount Due by 2 PM On</b>	<b>08/08/2018</b>	<b>97.47</b>
<b>Bill Is Due And Payable Upon Receipt</b>		
Amount Due After 2 PM On	08/08/2018	98.86
1.5% Penalty If Not Paid by 2:00 PM		

A correct home phone # (or cell phone # if you prefer) will expedite your outage reporting. To verify/update our records call 703-335-0500 or 1-888-335-0500. Please have your account number handy when you call.

**12 Months Actual Consumption**

Month	Consumption (kWh)	Month	Consumption (kWh)
J	883	F	1610
A	815	M	1521
S	769	A	1063
O	532	M	912
N	646	J	756
D	1249	J	719
J	1920		

Max kWh Usage 1920  
Avg kWh Usage 1030  
Min kWh Usage 532

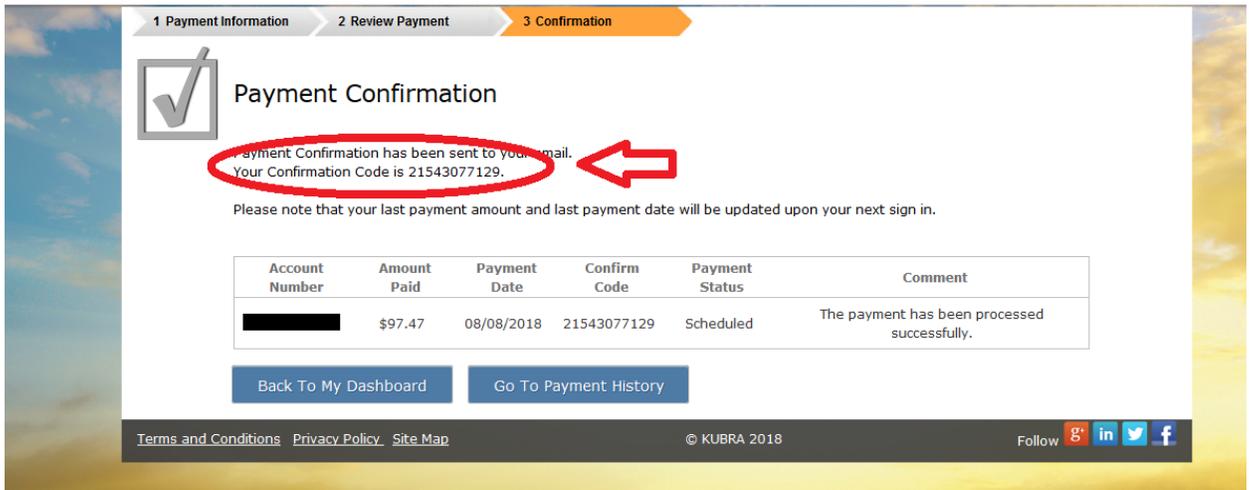
You will now see the screen below, where you can review and confirm the payment information you entered. If everything is correct, click Submit again.

1 Payment Information   2 Review Payment   3 Confirmation

Account Number	Amount To Pay	Due Date	Payment Date	Payment Type	Payment Account
[REDACTED]	\$97.47	08/08/2018	07/19/2018	Bank Account	my_acct
<b>Total Payment</b>		<b>\$97.47</b>			

Back   Submit

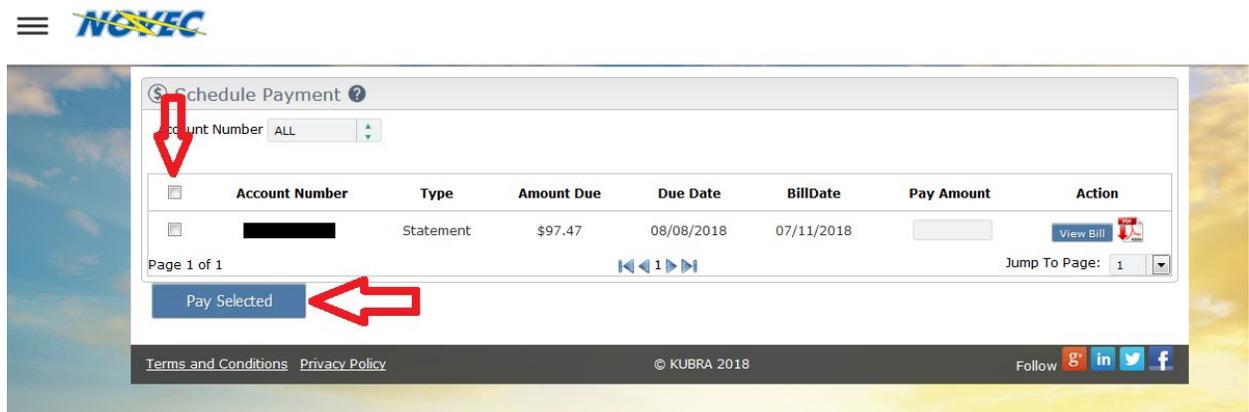
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The screen above confirms the payment has been processed successfully. You can navigate back to your dashboard or to your payment history by clicking either of the blue buttons at the bottom of the page. You will see the “scheduled” status for that payment in both places.

**b. If you select Schedule A Payment for a one-time payment, you will see this screen:**

Select the check box of the bill you want to pay, then click Pay Selected.



You will then follow the rest of the steps listed above in 4a.