



NATIONAL PAYMENT SOLUTIONS, LLC

WEB Payment Instructions Town of Firestone

1. Go to www.ci.firestone.co.us. Click on pay water bill.
2. If first time user, go to New User Account Setup (may need to scroll down some)
“Sign Up Now”
3. Fill out Customer Registration completely
“I Agree – Create my account and Continue”
4. Registration Information
Your Account Information has been successfully registered
“Continue”
5. Add Your Account Information for WEB ID _____ Bill Payment
Fill out the payment information (checking account or credit card)
Fill in the Secret Text Box
“Add Payment Method” ! Your Payment method is added: OK
6. Thank you for registering
“Continue”
7. Account Login
8. Please log in
 - Select Company (if Town of Firestone is not already)
 - Login you just created
 - Password you just created“Submit Login”
9. Customer Accounts should appear under that Login and Password you set up
10. Click WEB ID hyperlink to see history and Pay Bill
11. Review all the information. Must click “I agree to the above terms” at the bottom
“Pay Bill”
12. Confirmation page should appear and e-mail confirmation should arrive in minutes