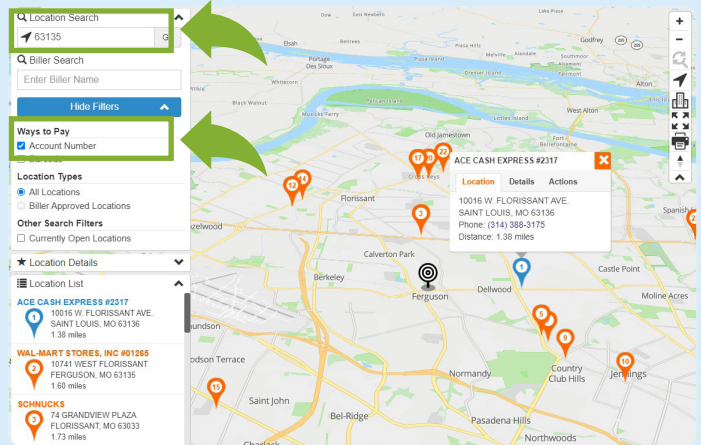# Easy Steps to Paying with CheckFreePay

Pay your utility bill in-person with **CheckFreePay**! **CheckFreePay** allows you to pay your bill in the way that's most convenient for you, including with cash. Here's how:
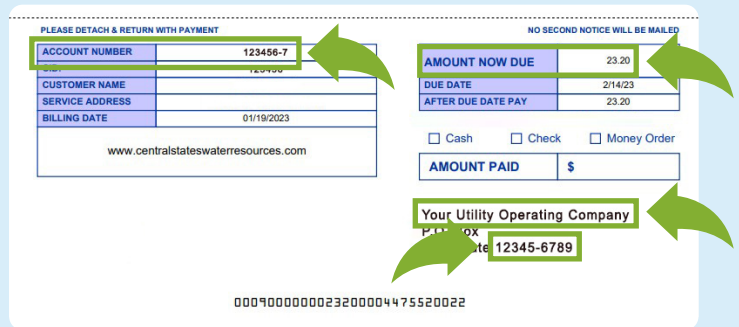
1 Bring your utility invoice to a local *CheckFreePay* location that **accepts payment by account number**. Use this link to find a location near you. Go to the service counter and let the attendant know you'd like to pay your utility bill.

2 Provide the attendant with the following information:

- Your name, address, and your **full account number including any numbers after the dash** (*Note: The attendant may ask for your ID during the payment process*).
- The **utility company name** on your invoice.
- The **9-digit remittance zip code** located on your invoice.

3 Make your payment (including the location surcharge) and collect your receipt as proof of payment.

NOTE: If you are currently past due and making an in-person payment to satisfy a disconnection, please contact the Customer Service number on your invoice.