

Point & Pay Instructions

When you pay a Utility Bill on-line through Point & Pay, it does not automatically post to your account in the system.

Point & Pay sends us an email file around Midnight each day for payments that were made online during the previous 24 hours.

That email file will be imported into our Utility Billing program on the next business day that the office is open. (**Monday, Tuesday & Thursday, Excluding Holidays**).

After that import, your bill would show a Zero Balance, that is the time you can set up recurring payments if you wish.

A double payment maybe made if account does not show a Zero balance at the time of creation.

Recurring payments should be set up with a debit date after the 10th of the month. **DO NOT SET UP FOR DAYS 1-5.**

Depending on how the month falls, bills might not be created in the system until after the 5th. Therefore, your account would show a zero balance and no payment would be made until the following month on the 1st when it would be late.

Balances can be checked 24/7 from our website by following the

"How Do I - Pay for-Water/Sewer Bill" on our website. You can search by: Name, Address or Account Number

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