

PAYSTAR!



Paystar

Rural Water District 5
Leavenworth County is
upgrading our online
payment software to
Paystar!



Benefits



QuickPay

Simple one time payments without
the need to register an account.



Pay on any device

All payment flows are designed mobile
first so that you can easily make a
payment from anywhere.



Payer Portal

- Manage multiple accounts
- Enroll in AutoPay
- View your payment history
- Sign up for notifications

Where to pay

You will need your account information from your bill

Online: [rwd5leavenworthcountyks.com](https://secure.paystar.io/pay/leavenworth-rwd-5-billpay)



HOW TO PROCESS PAYMENTS THRU PAYSTAR!

To access PAYSTAR to pay your bill by debit or credit card, please goto this website:

<https://secure.paystar.io/pay/leavenworth-rwd-5-billpay> or click on the QR Codes
shown below.

It will initially ask what your account number is – that is the number to your benefit unit/meter #. On
your billing statement, it is listed as your SERVICE ID#.

Let's find your account


View your account balance and make a payment

Account Number

Look Up Account

Already registered? Login with email >

Once you've listed your account number, AND click LOOK UP ACCOUNT, it will bring you to a screen that shows the amount due and your specific name/billing address/etc. If you want to make a one-time payment, click on the MAKE A PAYMENT BUTTON.

 **Leavenworth RWD 5**
Bill Pay

End Session

Create Account

PATRON NAME

SERVICE ID#XXX

AMOUNT DUE

\$49.50

Make a Payment

Register for Autopay

Account Information

Account Number: SERVICE ID# XXX

Name: PATRON NAME

Balance: \$49.50

Issue Date: 01/05/24

Due Date: 01/26/24

Address: BILLING ADDRESS OF PATRON


Phone Number:

Sync Date: 01/11/24 02:22 PM

Leavenworth RWD 5
P.O. Box 287
Leavenworth, KS 66048
913-758-0488
<https://www.rwd5leavenworthcountyks.com/contact-us/>

Need Help?
Email: help@paystar.io
Powered by Paystar
[Terms of Use](#) | [Privacy Policy](#)

This brings the customer to the Payment Amount page in which customers are presented with the option to pay the full Account Balance or a different amount. Click continue.

 **Leavenworth RWD 5**
Bill Pay

End Session

Make a payment

Account Payment

Select the amount you'd like to pay

☒ Amount Due \$ 49.50

☐ Pay a Different Amount \$ 0.00

Continue

Payment Summary

Account details

Name: PATRON NAME

Account Number: SERVICE ID# XXX

Balance: \$49.50


Due Date: 01/26/24

Sync Date: 01/11/24 02:22 PM

Leavenworth RWD 5
P.O. Box 287
Leavenworth, KS 66048
913-758-0488
<https://www.rwd5leavenworthcountyks.com/contact-us/>

Need Help?
Email: help@paystar.io
Powered by Paystar
[Terms of Use](#) | [Privacy Policy](#)

The Payment Information Page allows the customer to enter their credit/debit card information to make the payment.

 **Leavenworth RWD 5**
Bill Pay

End Session

Make a payment

Payment Method

Name on Card

PATRON NAME

Card Number





0000 0000 0000 0000

Expiration

MM/YY

CVV

Zip Code



Cancel

Review

Payment Summary

Payment Details

edit


Account: SERVICE ID# xxx

PATRON NAME

Account Payment

\$49.50

It will then have you review the payment and click submit if all is appropriate. It should then give you the option to email the receipt for proof of payment to your email account.

 **Leavenworth RWD 5**
Bill Pay

End Session

Make a payment

Confirm Payment

Payment Method:

VISA ****XXXX

Payment:

\$49.50

Service Fee: ⓘ

\$1.95

Total:

\$51.45

By continuing, I agree to the [TERMS OF USE](#) and authorize Paystar to process this payment, along with the stated online service fee of \$1.95, which will also be charged to the credit/debit card.

Cancel

Submit Payment

Payment Summary

Payment Details

edit

Account: SERVICE ID# XXX


PATRON NAME

Account Payment

\$49.50


Do you want to make this a little faster for next time? Instead of just making a one-time payment like we just did....**click on CREATE AN ACCOUNT** for yourself.

Payer Guide



Rural Water District 5 Leavenworth County New Online Payments!

Utility Account #
0012345678

Card Number
41*****1111 

Total: **\$37.89**

[Pay Now](#)

ABOUT

Rural Water District 5 Leavenworth County has partnered with Paystar to offer its members an upgraded online payment option using their debit/credit card.

Payers can quickly find their utility account and balance due with just a few pieces of information from their bill. You can simply submit a payment or create an account to access additional features.

To get started, visit our website at:
rwd5leavenworthcountyks.com

Quick Pay

Self Service Portal

Autopay

Email Reminders

Wallet


HOW TO CREATE ACCOUNT

Step 1:
Visit our website and locate the online payment option.

Step 2:
Enter your ACCOUNT # to look up your account. Select CREATE ACCOUNT and enter your contact information. Select CREATE ACCOUNT.

Step 3:
Log in to your email account and locate the email from Paystar to complete registration. Click FINISH ACCOUNT REGISTRATION and create a password.

Step 4:
You are now logged in to your customer portal. From here you can explore all of the features available such as view current balance, make payments, save payment methods for faster payment next time, sign up for AutoPay and opt in to receive emailed notifications.



Search for your SERVICE ID#...once there click on CREATE AN ACCOUNT

The screenshot shows the Leavenworth RWD 5 Bill Pay interface. At the top left is the RWD#5 logo and the text "Leavenworth RWD 5 Bill Pay". At the top right are two buttons: "End Session" and "Create Account", with the latter highlighted by a red rectangular box. The main content area is divided into two panels. The left panel displays "PATRON NAME" and "SERVICE ID#XXX" as input fields, with "AMOUNT DUE \$49.50" shown to the right. Below these is a blue "Make a Payment" button and a link to "Register for Autopay". The right panel, titled "Account Information", contains fields for "Account Number:" (with "SERVICE ID# XXX" as a placeholder), "Name:" (with "PATRON NAME" as a placeholder), "Balance:" (\$49.50), "Issue Date:" (01/05/24), "Due Date:" (01/26/24), "Address:" (with "BILLING ADDRESS OF PATRON" as a placeholder), and "Phone Number:". A "Sync Date: 01/11/24 02:22 PM" is noted at the bottom right of this panel. The footer includes contact information for Leavenworth RWD 5 and a "Need Help?" section with an email link, along with a "Powered by Paystar" logo.

Once you fill out the account information with your name/email/etc....it will send a confirmation email to your email account.

This screenshot shows the Leavenworth RWD 5 Bill Pay interface after clicking "Create Account". The "End Session" button remains at the top right. The left panel, titled "Customer Information", now includes fields for "First Name" (placeholder "1st NAME"), "Last Name" (placeholder "LAST NAME"), and "Email Address" (placeholder "EMAIL ADDRESS"). Below these is a checkbox labeled "By continuing, I agree to the Paystar TERMS OF USE." which is checked. At the bottom of this panel are "Cancel" and "Create Account" buttons. The right panel, titled "Account Information", is identical to the previous screenshot, showing the same account details and "Sync Date: 01/11/24 02:22 PM".

Once you confirm that email – you can then set up your account with your credit card information (it gives you an option to save it) to use for future payments OR you can manage autopay via credit card. It

will allow you to set up the monthly payment so many days prior to the due date. It will even let you set a limit – (so for example, I typically pay a \$50-60 month bill....I could say pay no more than \$100 and if a statement comes in higher than \$100, it will send me an email to verify what I want to do).

Enroll in Autopay

About Autopay

- We will schedule payments to process on the due date or date selected for the current balance owed.
- Payments will be scheduled 48 hours before the date of processing.
- If you make a payment during this time without canceling the scheduled payment, you may be charged twice.
- You may cancel a scheduled payment by midnight the day before it processes.

Add Payment Method

Name on Card

Card Number


Expiration

Zip Code

Save Payment Source

Windows Media Player

One more thing to note....once you have created an account – it will list your payment history on the account page. If you have more than one account – you can even LINK the accounts together to use the same payment information.

 Leavenworth RWD 5
Bill Pay

HS

[My Accounts](#) [Wallet](#) [Profile](#)

[+ Link Account](#)

PATRON NAME
SERVICE ID#xxx

AMOUNT DUE
\$49.50

[Make a Payment](#)

[Manage Autopay >](#)

Account Information

Account Number: SERVICE ID# XXX

Name: PATRON NAME

Balance: \$49.50

Issue Date: 01/05/24

Due Date: 01/26/24

Address: MAILING ADDRESS


Phone Number:

Sync Date: 01/11/24 02:22 PM

[Payment History](#)

No results found

NEW AUTOPAY FEATURE

 Enrollment takes less than 2 minutes with only a few clicks.

Rural Water District 5 Leavenworth County is now offering autopay through Paystar. You will need to create an account to enroll in Autopay.

To enroll, navigate to the link below and follow these four quick steps.

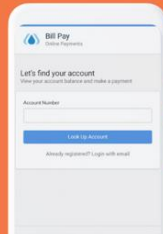
rwd5leavenworthcountyks.com

You will need your account information from your bill

Steps to register & enroll in AutoPay

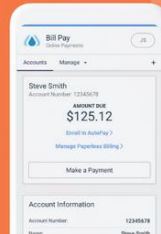
Step 1

Lookup Account



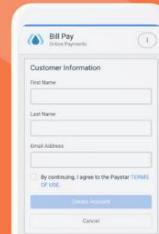
Step 2

Click Register to Enroll in AutoPay



Step 3

Enter info & confirm email sent to you.



Step 4

Click Enroll in AutoPay and complete this form.

