

Adding an Additional Account to an Existing Profile for PSN

If you currently pay your water bill through PSN and you now need to pay a parking ticket or other City service account please follow the steps below.

The City of Fairmont has 7 accounts with Payment Service Network:

RT20440 Utility Payments

RT20628 Business & Occupation Tax

RT20629 Business License

RT20630 Fire Fees

RT20631 Miscellaneous Payments

RT20632 Non-Resident Street Maintenance

RT20633 Parking Citations

www.paymentservicenetwork.com

1. Log in to current profile with your user name and password
2. On the home page click on the My Profile tab on the top left of the page (Attachment A)
3. Then you will click on the Manage Additional Profiles sub tab (Attachment B)
4. Once on that screen click Add Company to Profile in the middle of page (Attachment B)
5. You will want to search by Business Name (which is the default) (Attachment C)

Business Name: Fairmont

Business City: Fairmont

Business State: WV

6. A list will be displayed of optional payment types. To pay a parking ticket scroll to the bottom of the list and click on Add Business to the right of RT20633 City of Fairmont WV (Parking Citations) (Attachment D)

7. On the right hand side of the screen it will ask if you want to “Add New”, “Find Customer” or “Cancel”. Do not enter name unless searching for a profile. Select Add New then at the next pop up click on Create. This will copy your information from your existing profile. Confirm that your information is correct. (Attachment E)
8. To make the payment click on Make a Payment from the menu on the left side of the screen. Select Company ID from drop down menu for the City of Fairmont account you are making a payment on. Verify the account number if applicable and continue with Payment Method and Details.

Attachment A

eBill Dashboard

Current Profile: EILEEN LAYMAN
Current User ID: [REDACTED]

Dashboard | Make a Payment | Billing History | Service Requests | Usage Charts

- Set Up Auto-Pay
- Make a Payment
- View Payment History
- View Payment Methods
- Manage Profiles
- View Online Bills
- Update Login Information
- Update Contact Information
- Support and FAQ
- View Messages

Billing Overview

Balance Due (as of 6/9/2015): **\$59.65**

If you think the balance is not accurate, call City of Fairmont, WV (Utility Payments) at 304-366-6213. Payments can take up to 48 hours to post.

Set Up Auto-Pay | Make a Payment

Billing History

Thank you for registering. An email notification will be sent to you whenever a new eBill is ready for viewing.


Service Request for City of Fairmont, WV (Utility Payments)

If this is an emergency, please call City of Fairmont, WV (Utility Payments) immediately. Phone: **304-366-6213**

Otherwise, please click below and give a detailed description of the problem along with your name, address and the best way to contact you.

Click to request service

[My Profile](#) | [Payment Methods](#) | [Pay Bills](#) | [View Bills](#) | [Support](#)


Account Profiles
 Current Profile: EILEEN LAYMAN
 Current User ID: eileenlayman@comcast.net

[Contact Information](#) | [Login Information](#) | [Manage Additional Profiles](#) | [Billing Options](#)

Account Profiles

City of Fairmont, WV (Utility Payments) (Primary Account)
 Phone: 304-366-6213

Name	Address	Customer ID	Date Added	Profile Type	Status Type
EILEEN LAYMAN	[REDACTED]	[REDACTED]	06/09/2015	Primary	Active

[Add Another Profile to City of Fairmont, WV \(Utility Payments\) \(RT20440\)](#)

[Add Company to Profile](#) | [Change Primary Account](#)

[Set Up Auto-Pay](#) | [Make a Payment](#) | [View Payment History](#) | [View Payment Methods](#) | [Manage Profiles](#) | [View Online Bills](#) | [Update Login Information](#) | [Update Contact Information](#) | [Support and FAQ](#) | [View Messages](#)

[Security](#) | [Privacy Policy](#) | [Contact Us](#) | [Log Off](#)

Fairmont

West Virginia

Attachment D

Account Profiles

City of Fairmont, WV (Utility Pay)

Account Profiles

City of Fairmont, WV (Utility Pay)

Phone: 304-386-4013

Name: BILLEN, LAYMAN

Address: FAIRMONT, WV

Search for business by:

Business ID Business Name

Business Name: FAIRMONT

Business City: FAIRMONT

Business State: WV

Search Cancel

Business ID	Business Name	Address	City	State
RT20629	City of Fairmont WV (Business License)	200 Jackson Street	Fairmont	WV
RT20630	City of Fairmont WV (Fire Fees)	200 Jackson Street	Fairmont	WV
RT20631	City of Fairmont WV (Misc)	200 Jackson Street	Fairmont	WV
RT20632	City of Fairmont (Non-Resident Street Maintenance)	200 Jackson Street	Fairmont	WV
RT20633	City of Fairmont WV (Parking Citations)	200 Jackson Street	Fairmont	WV



My Profile Payment Methods Pay Bills View Bills Support

Account Profiles
 Current Profile: EILEEN LAYMAN
 Current User ID: eileenlayman@comcast.net

Contact Information | Login Information | Manage Additional Profiles | Billing Options

Account Profiles

City of Fairmont, WV (Utility Payments) (Primary Account)
 Phone: 304-366-5213

Name	Address	Customer ID	Date Added	Profile Type	Status Type
EILEEN LAYMAN	FAIRMONT WV	██████████	06/09/2015	Primary	Active

Add Another Profile to City of Fairmont, WV (Utility Payments) (RT20440) Edit N/A

Search Results

No customers found

Company ID: RT206033
 Company Name: City of Fairmont WV (Parking Citations)

To locate an account, complete the form below and select "Find Customer." If you wish to add a new customer, select the "Add New" button.

First Name:
 Last Name:
 Email Address:

Add New Find Customer Cancel