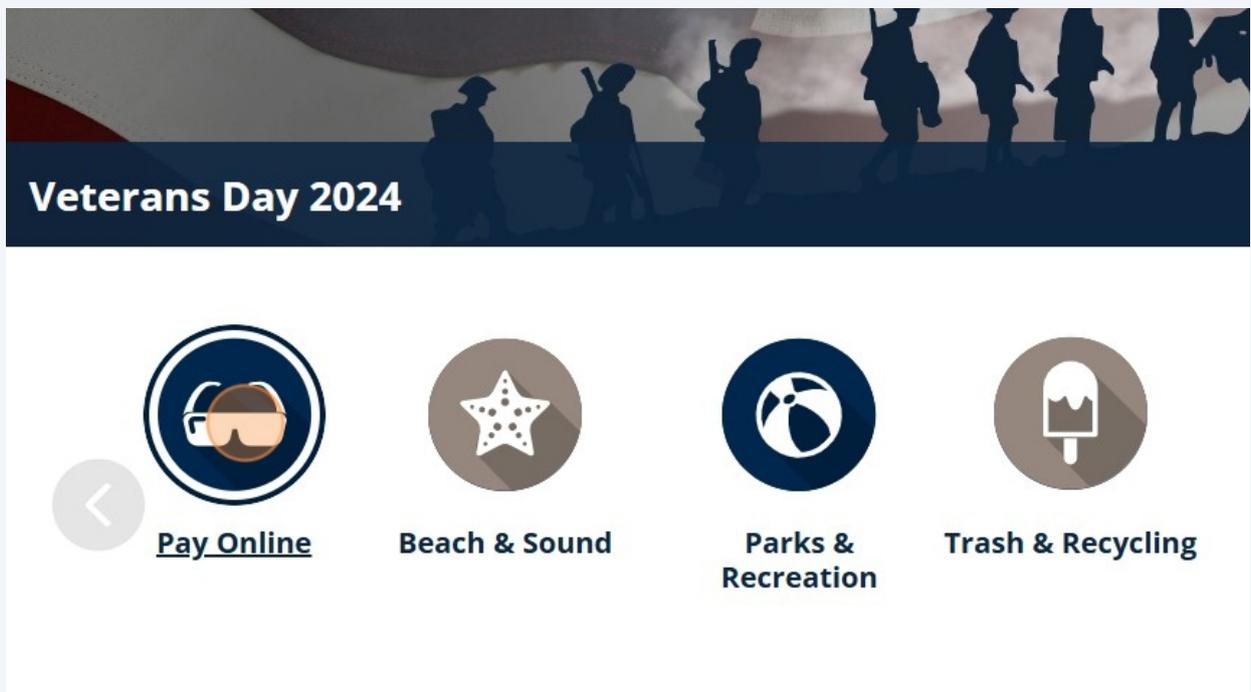


# How to Pay Utility Bills Online in Nags Head

1 Navigate to <https://www.nagsheadnc.gov/>

2 Click "Pay Online"



### 3 Click WATER BILLING



#### Beach Driving Permit

For Non-Property Owners and Visitors Only

Nags Head Property Owners must purchase permits in person to validate residency.



#### Water Billing



### 4 Click SIGN IN OR SIGN UP



#### Quick pay

Pay your bill? Click quick pay and your account number. No login necessary.

Quick pay



#### Sign in or sign up

Create an account to view details, manage single & multi-accounts, multi-bill pay, and e-Billing.

Sign in or sign up



Office Hours are Monday thru Friday from 8:30 am to 5:00

#### Smart Meter Online Access

The Town of Nags Head now offers smart meter online access for your property.

[Smart Meter Online Access](#) on the Town website to learn how to create an account to monitor water usage and watch for leaks.

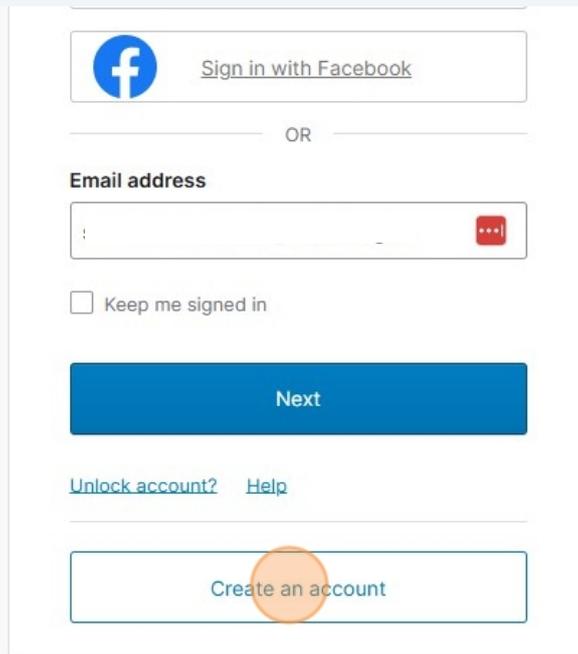
#### Contact us



252-441-5508

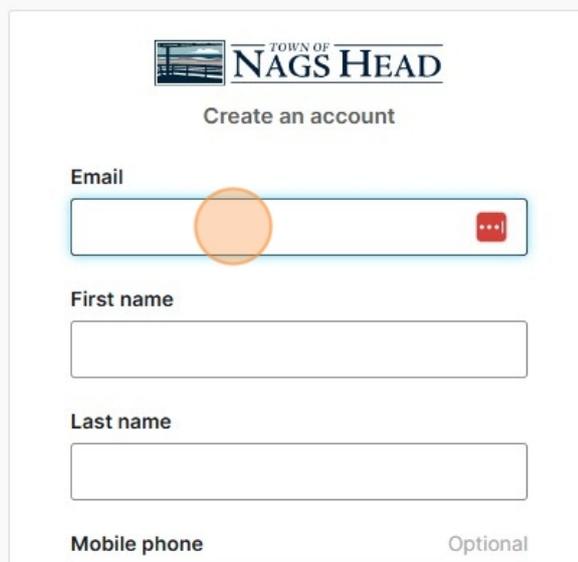
Contact us

5 Click "Create an account"



A screenshot of a user interface for logging in or signing up. At the top, there is a button with a Facebook logo and the text "Sign in with Facebook". Below this is a horizontal line with the word "OR" in the center. Underneath, the label "Email address" is followed by a text input field with a red eye icon on the right. Below the input field is a checkbox labeled "Keep me signed in". A large blue button with the text "Next" is positioned below the checkbox. At the bottom of the form, there are two links: "Unlock account?" and "Help". At the very bottom, there is a button with the text "Create an account", which is highlighted with an orange circle.

6 Click the "Email" field.



A screenshot of a "Create an account" form for the "TOWN OF NAGS HEAD". The form title is "Create an account". The first field is labeled "Email" and is highlighted with a blue border and an orange circle. Below it are three more fields: "First name", "Last name", and "Mobile phone". The "Mobile phone" field has the word "Optional" to its right.

7

Type YOUR EMAIL ADDRESS **tab** FIRST NAME **tab** LAST NAME **tab** PHONE NUMBER **tab**"

8

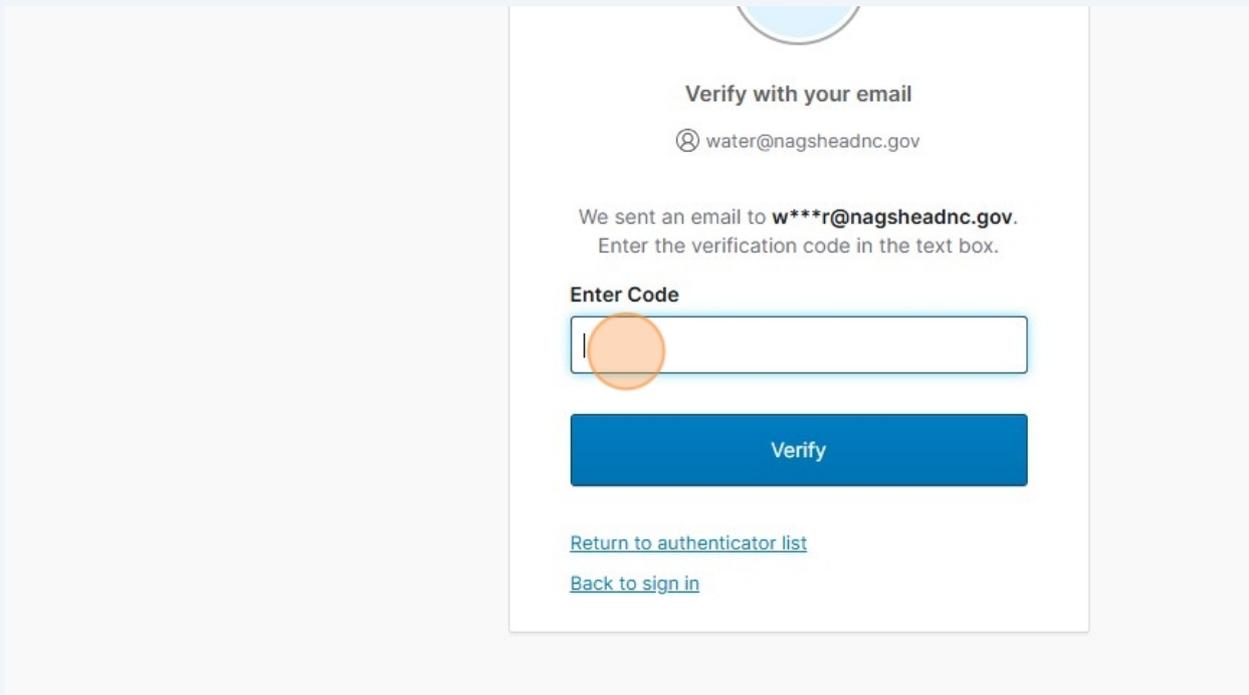
CREATE A PASSWORD AND CLICK "SIGN UP"

The image shows a registration form with the following elements:

- Town**: A text input field.
- Mobile phone**: A text input field containing "2524492004" with a red "x" icon on the right. The word "Optional" is positioned to the right of the field.
- Password**: A text input field with masked characters (dots) and a red "x" icon on the right.
- Password suggestion**: A dropdown menu showing the suggestion "qGja\*9LCtEDt#F%X" with a blue square icon and a refresh icon.
- Customize...**: A link to customize the password.
- View saved logins for this site**: A link to view saved logins.
- Sign up**: A blue button with the text "Sign up" and a circular highlight around it.
- Already have an account?**: A link located below the sign up button.

9

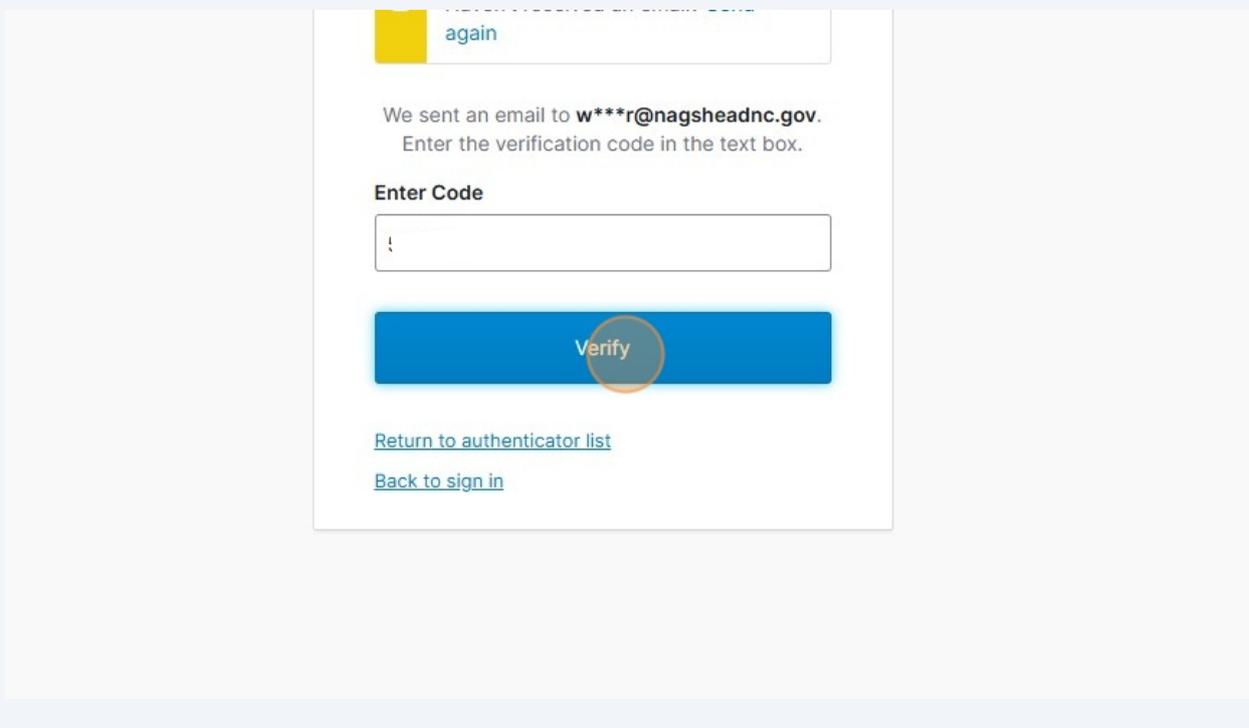
A CODE WILL BE SENT TO YOUR EMAIL, ENTER IT HERE



The screenshot shows a white rectangular box centered on a light blue background. At the top of the box, the text "Verify with your email" is displayed in a bold, dark font. Below this, the email address "water@nagsheadnc.gov" is shown with a small circular icon to its left. The next line of text states, "We sent an email to w\*\*\*r@nagsheadnc.gov. Enter the verification code in the text box." Below this text is the label "Enter Code" followed by a white text input field with a thin blue border. An orange circle highlights the first character position in the input field. Underneath the input field is a solid blue button with the word "Verify" in white text. At the bottom of the box, there are two blue hyperlinks: "Return to authenticator list" and "Back to sign in".

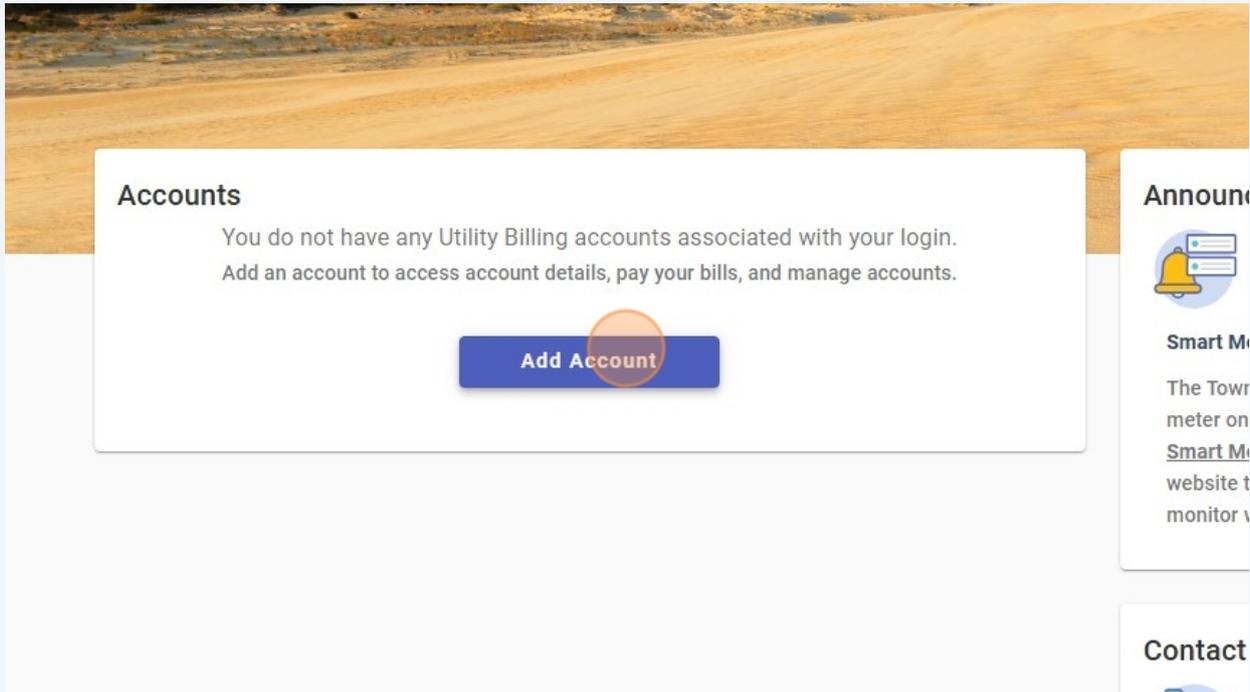
10

Click VERIFY

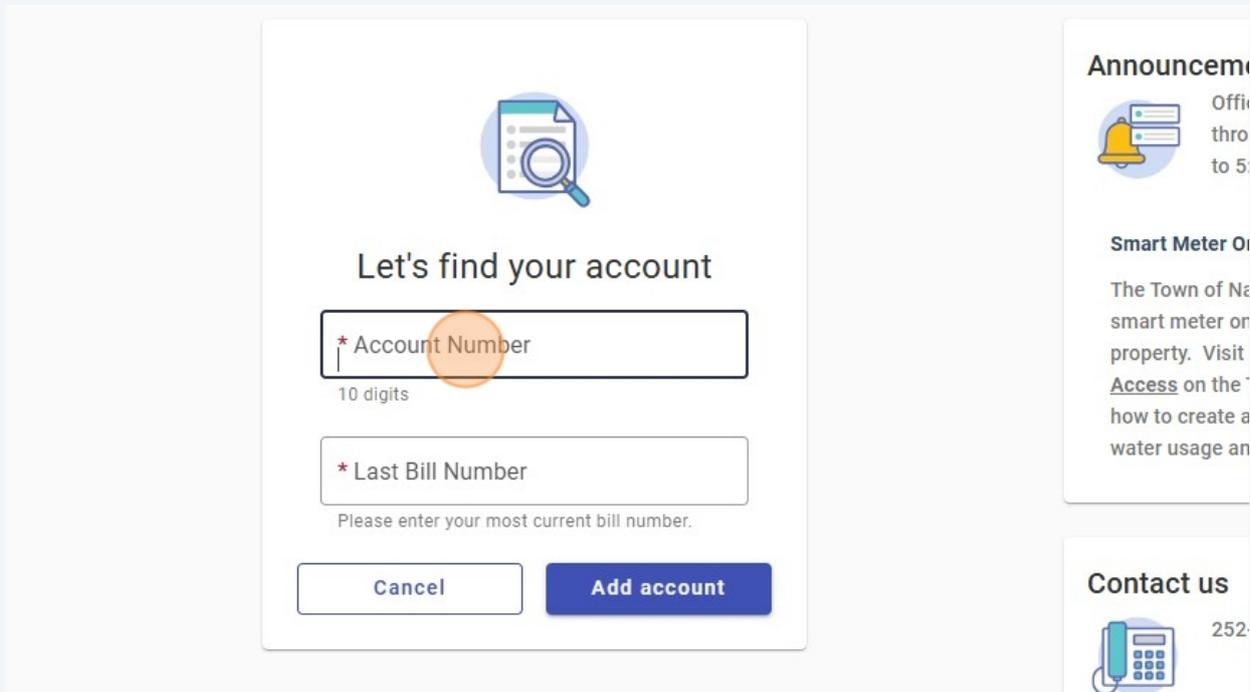


This screenshot is similar to the one above, showing the same email verification interface. However, the orange circle now highlights the "Verify" button instead of the input field. The text and layout are identical to the previous step, including the "Verify with your email" header, the email address "water@nagsheadnc.gov", the instruction to enter a code, the "Enter Code" label, the input field, and the "Return to authenticator list" and "Back to sign in" links.

11 Click ADD ACCOUNT



12 ENTER YOUR 10 DIGIT Account Number" , THEN THE MOST RECENT BILL NUMBER



**13** Click ADD ACCOUNT.

### Let's find your account

\* Account Number  
[Input field with placeholder 'x']  
10 digits

\* Last Bill Number  
[Input field]  
Please enter your most current bill number.

[Cancel](#) [Add account](#)

#### Smart Meter Online

The Town of Nags H smart meter online ; property. Visit [Sma Access](#) on the Town how to create an ac water usage and wa

#### Contact us

 252-441-

**14** OPTIONS TO ENROLL IN AUTO PAY WITH CREDIT CARD OR CHECKING ACCOUNT

Your current balance is **\$0.00**  
Due 12/5/2024

[Pay Now](#)

[Pay bills](#) [Enroll in auto pay](#) [Schedule payment](#)

#### ment

\$207.70 paid 5/7/2020  
Thank you!

[All transactions](#) 

#### Current bill

 **\$303.50 billed 11/8/2024**  
Due 12/5/2024

15 Click ENROLL.

WT

o pay

Balance  
\$0.00

Due date  
12/5/2024

Enroll

### Announcement



Office Hours are Monday through Friday from 8:30 am to 5:00 pm.

### Smart Meter Online Access

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16 Click ENROLL NOW.

on your bill due date.  
2/5/2024.

Cancel

Enroll now



through Friday from 8:30 am to 5:00 pm.

### Smart Meter Online Access

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### Contact us



252-441-5508

Contact us

17 Click here.

payments on the following account.

Account £

Account description Utility Billing Account

Your automatic payments will be processed on the due date of your

---

How are you going to pay?

Enter new credit card

Enter new eCheck

---

Where should we send your receipt?

water@nagsheadnc.gov

18 Click CONTACT PREFERENCES FOR REMINDERS AND RECEIPTS

Home

Manage accounts

Account detail

Transactions

Consumption

Contact preferences

### ENROLL IN AUTO PAY

 By enrolling in Auto Pay, you understand that your account will automatically draft on your bill due date. Any payments made prior to your bill due date will be the balance drafted.

**Payment day**  
Your payment will draft on your bill due date.  
Your first draft will be **12/5/2024**.

Cancel Enroll

19 ALL OPTIONS ARE AUTOMATICALLY SELECTED.

CAN CHANGE TO EMAIL OR PAPER BILLING

Consumption

Contact preferences

Email Email water@nagsheadnc.gov Confirm email water@nagsheadnc.gov

Mail paper copy

Reminders

Email reminders

Bill reminders

New balance

Past due

Prior to bill due date

Auto Pay reminders

Successful payment

Drafted payment

Payment method updated

20 Click UPDATE TO MAKE CHANGES

Auto Pay reminders

Successful payment

Drafted payment

Payment method updated

Update

Hours are Monday through Friday from 8:30 am to 5:00 pm. Access

## 21 CAN VIEW HISTORICAL WATER CONSUMPTION

**NAGS HEAD** Utility Billing

Home  
Manage accounts  
Account detail  
Transactions  
**Consumption**  
Contact preferences

### Contact preferences

**Sign up for e-Billing**  
Please enter in the email address below that you would like your utility bill you click on the submit button a confirmation email will be emailed to you.  
To make sure you receive your bill each month please add our email address (water@nagsheadnc.gov) to your email contact list. Thank you for signing

Sign up for e-Billing

Email Email water@nagsheadnc.gov  Confirm email water@nagsheadnc.gov

## 22 BY "ADD ACCOUNT" CAN ADD ANOTHER ACCOUNT NUMBER IF NEEDED

Accounts Pay now

**+ Add Account**

Last Payment	Balance	
\$207.70	\$0.00	
	Due 12/5/2024	

### Announcement

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#### Smart Meter Online Access

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23 Click the "Account Number" field.

My accounts

Account detail

Account actions

Account information

Account preferences



### Let's find your account

\* Account Number

10 digits

\* Last Bill Number

Please enter your most current bill number.

24 Click here.

### Let's find your account

\* Account Number

10 digits

\* Last Bill Number

Please enter your most current bill number.

#### Smart Meter O

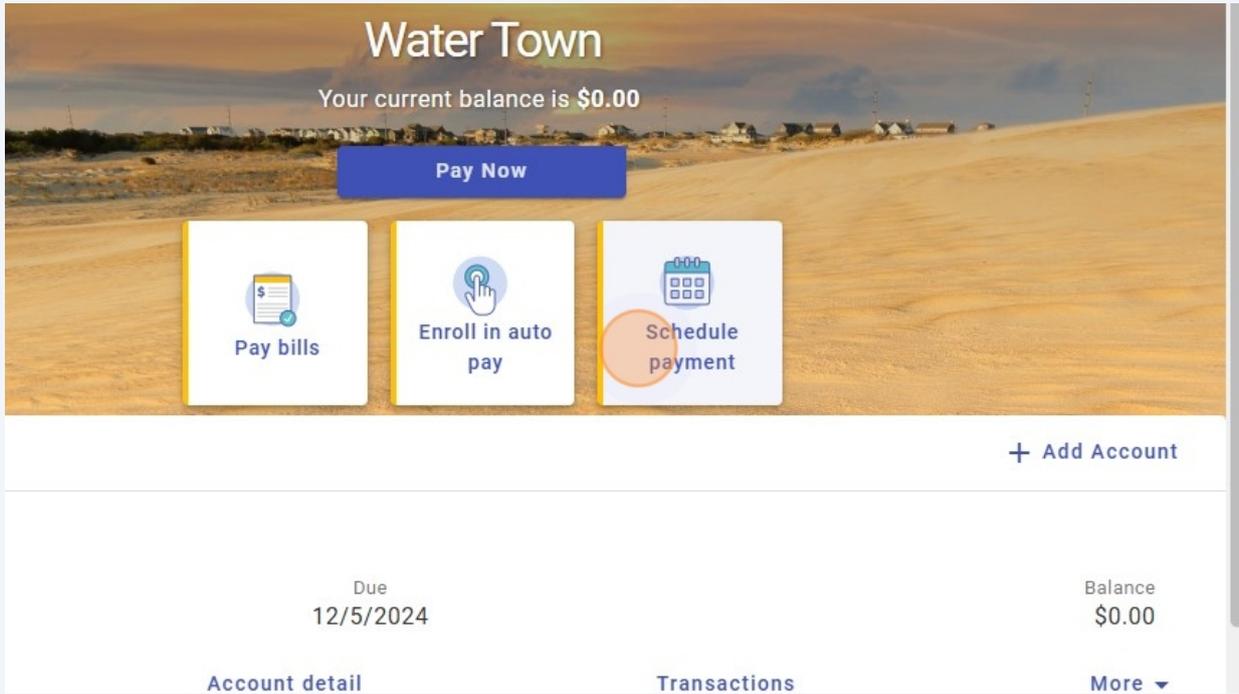
The Town of N. smart meter of property. Visit [Access](#) on the how to create a water usage ar

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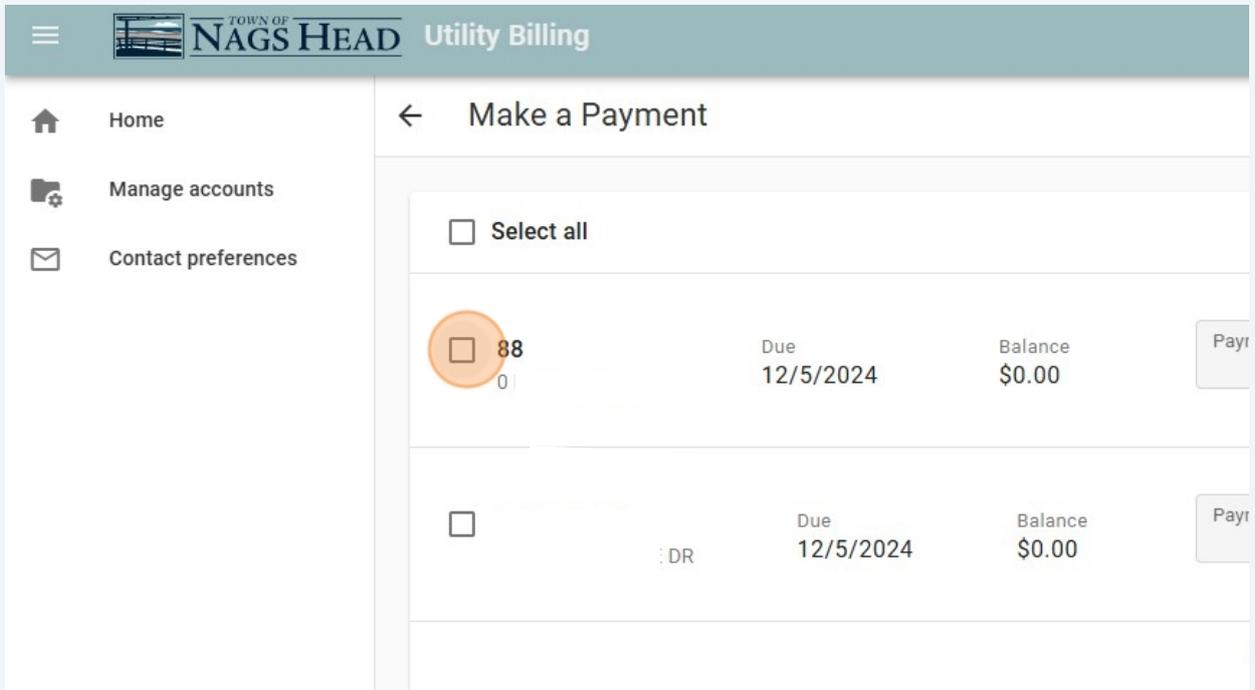


252

25 CAN SCHEDULE PAYMENTS



26 CLICK THE ACCOUNT TO PAY NOW, OR LATER



27



Manage accounts



Contact preferences

Select all



8

Due  
12/5/2024

Balance  
\$0.00

Payr



8

Due  
12/5/2024

Balance  
\$0.00

Payr

Cancel

28

CAN PAY MULTIPLE ACCOUNTS AT ONE TIME, IF NEEDED

WT

ment

Due  
12/5/2024

Balance  
\$0.00

Payment amount

0.00

SE DR

Due  
12/5/2024

Balance  
\$0.00

Payment amount

0.00

Subtotal

\$0.00

### Announcement



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29 Click the "Payment amount" field.

	Due	Balance	Payment amount
	12/5/2024	\$0.00	50.00.
SE DR	Due	Balance	Payment amount
	12/5/2024	\$0.00	0.00

Please enter an amount greater than or equal to \$0.01.

Subtotal

### Announcement



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30 Click here.

	Due	Balance	Payment amount
SE DR	12/5/2024	\$0.00	35.00

Subtotal \$85.00

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### Contact us



252-441-5508

**31** Click the "Later" field.



TOWN OF  
**NAGS HEAD**

Payments | Town of Nags Head

### Enter your payment information

When would you like to pay?

Now

Later

How are you going to pay?

Enter new credit card

Enter new eCheck

Where should we send your receipt?

Email for receipt\*

water@nagsheadnc.gov



Sumr

Subtot

An addit  
method .