

## How can I make a One -Time Payment online?

1. Log onto our website [www.nationwideenergypartners.com](http://www.nationwideenergypartners.com)
2. Select “My Account” at the top right hand corner of the screen
3. Select the “PAY NOW” button listed beneath “Make One-Time Payment.”
4. When filling out the account information, make sure the account number, street number, and email address are included. **Why E-mail?** We want to send a confirmation notification to ensure the approved payment information is saved for your records.

enter account information

Payment Type

Utility Bill

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Please enter your 6 digit account number, including all leading zeros.

**Account Number**

**Street Number**

**Email**

**Re-Enter email**

CONTINUE

5. **Note:** When filling out the payment information, it requests the street “number”, not the address. Example: 230 West Street is the address, while “203” is the street number.

Payment Method

Credit Card

**Card Number** **CVV**

**Expiration Date**

MM ▾

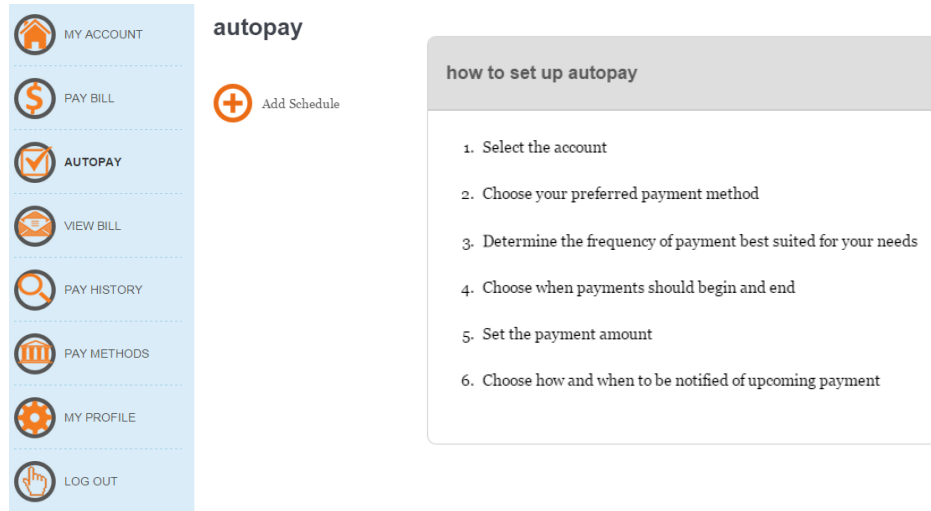
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**Card Holder Name**

6. Enter the payment method:
  - a. First and Last Name
  - b. Telephone Number
  - c. Zip code
  - d. Select the amount you’d like to pay.
  - e. Select Credit Card, Debit Card, or eCheck via your Checking or Savings account.
7. Type in the information requested by your payment method for each of the following payment options listed in step e., and then select “continue.”
8. A confirmation email stating the payment has been made will be sent to you.

## How can I sign up for Auto Pay Online?

1. Once you have created an account with NEP, log onto our website [www.nationwideenergypartners.com](http://www.nationwideenergypartners.com)
2. Select the “My account” tab located in the top right hand corner of the webpage.
3. Log into your Resident Portal by entering your email address and password.
4. Select “AUTOPAY” on the tabs located on the left side of the screen.
5. Select the “Add Schedule” orange plus sign.



6. Select the NEP Utility Account Number that matches your bill or add a new account.
7. Choose your preferred method of payment.
8. Determine the frequency of payment best suited for your needs.
9. Choose when the payment should begin and end.
10. Set up the payment amount.
11. Choose how and when to be notified of upcoming payment.