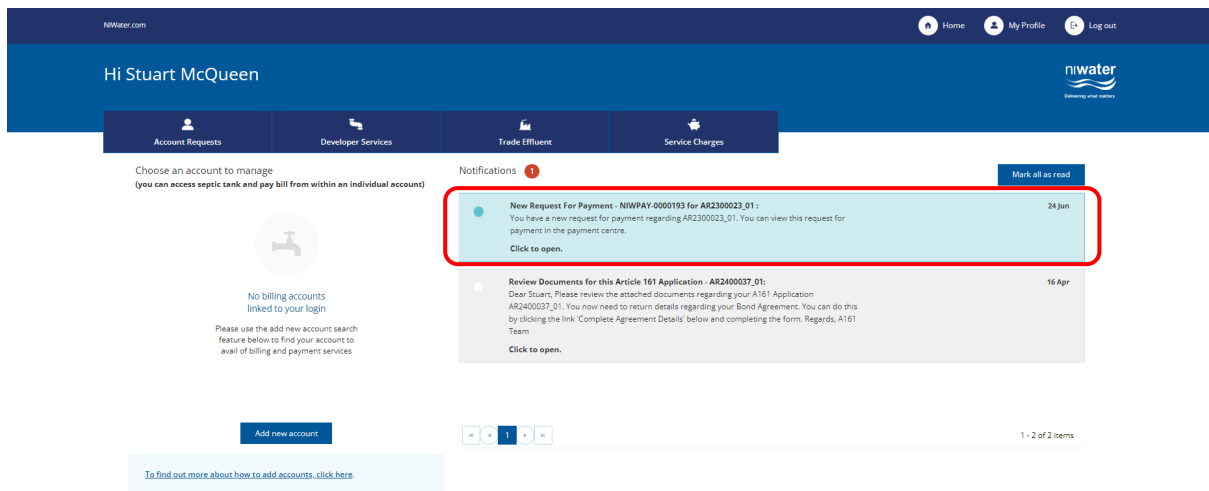
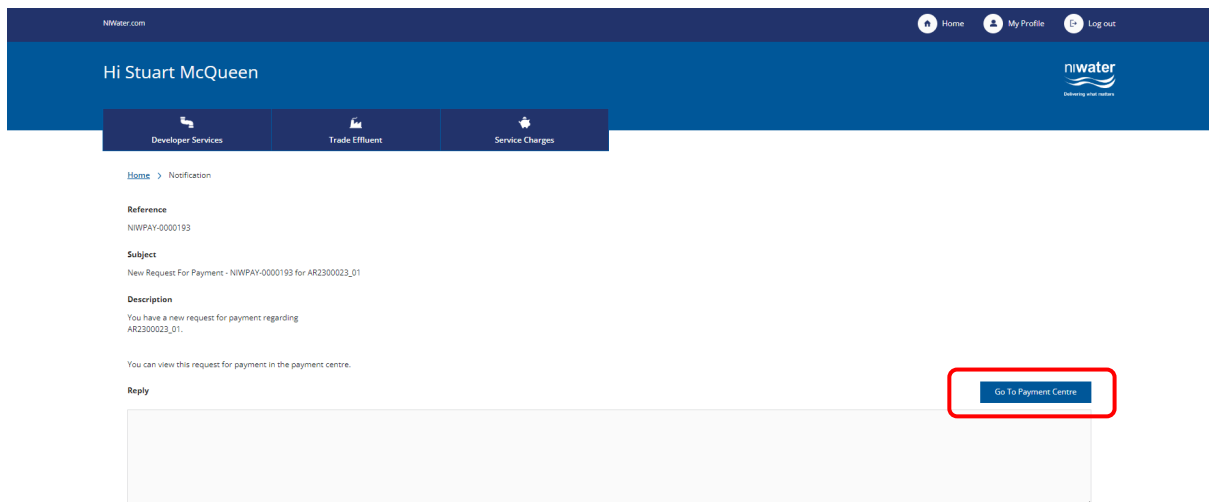


HOW TO MAKE A PAYMENT VIA CARD AND BACS

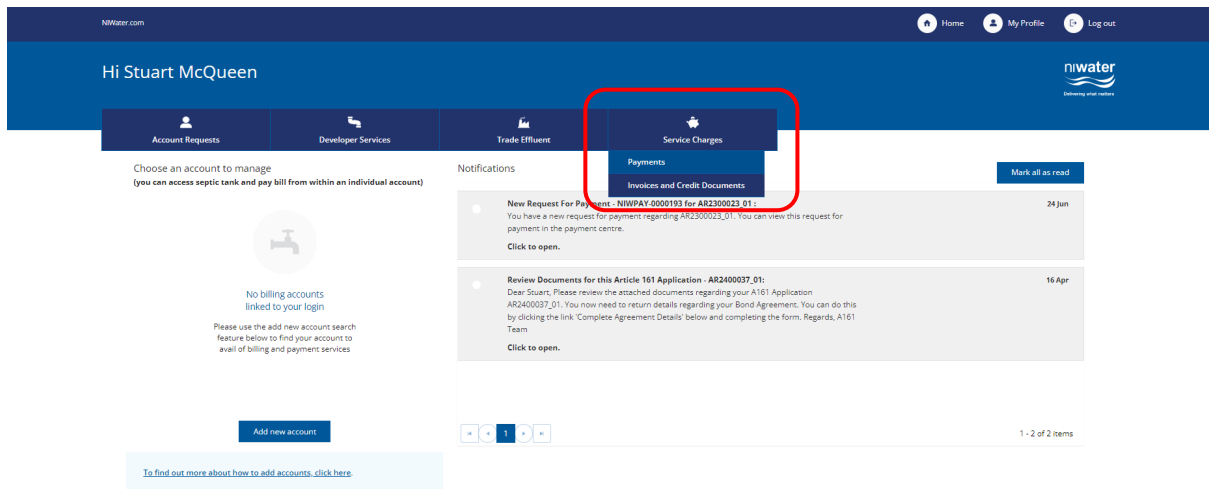


Log into the NI Water Self Service Portal and navigate to your notifications by clicking the 'Home' button in the top right corner of the screen.

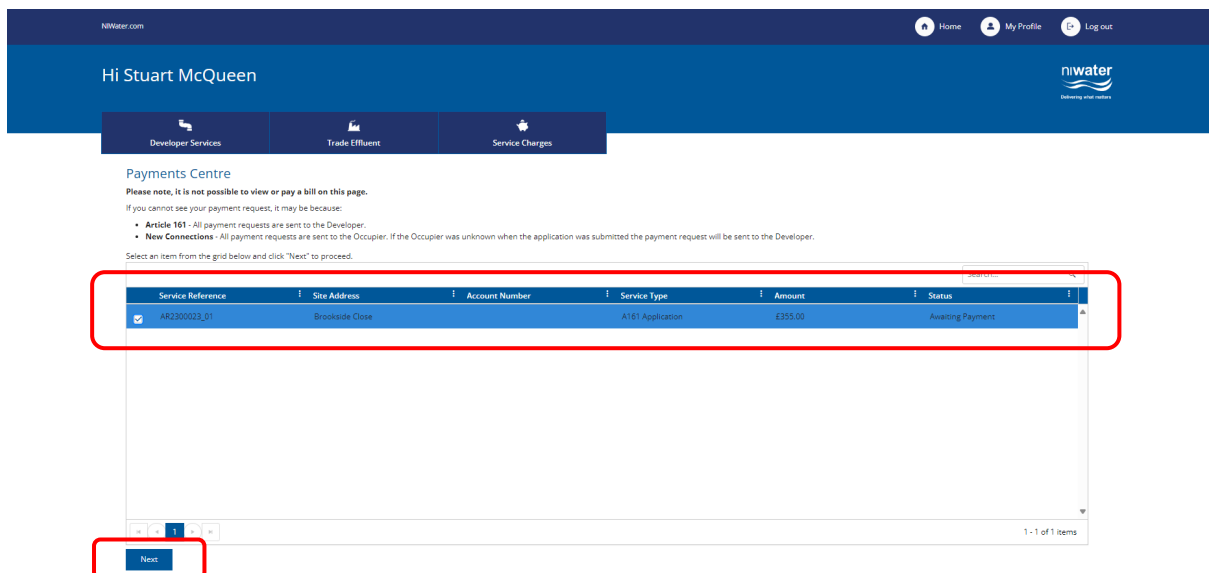
Locate the Portal Notification titled 'New Request for Payment' and click to open. You may have to scroll back through the notifications until you find it.



From the Portal Notification you will be able to access the Payment Centre by clicking the blue 'Go To Payment Centre' button half way down the screen.



If you are unable to locate the 'New Request for Payment' Portal Notification, you can access the Payment Centre from the 'Home' page by following the pathway below:
Home > Services Charges > Payments.



Within the Payment Centre, you will see all outstanding payments for Article 161 and Article 163s. Locate the application reference you need to make a payment on, check the box to the left of the 'Service Reference' and click the 'Next' button.

Payment detail > AR2300023_01

Select one or more items from the grid below and click the "Next" button to proceed to the payment.

Application Reference	Date Requested	Supply Address	Service Type	Description	Amount	Service Reference	Status
AR2300023_01	24/05/2024	Brookside Close	Article 161 Application	Article 161 Application Fee	£355.00	NIWPAY-0000193	Requested

Outstanding Balance £355.00

Next Pay For All

On the next page, you will see all outstanding payments associated with that application and total Outstanding Balance is shown in the top right corner. There may be multiple outstanding payments. Check the box of the payments you which to make payment on and click 'Next' or click 'Pay For All'.

CARD PAYMENT

Card Payment

Billing Address

Address Line 1
Westland House

Address Line 2
Old Westland Road

Town
Belfast

Post Code
BT2 8ST

Next

Payment Summary

Payment for AR2300023_01

Amount to pay:
£355.00

Enter the Billing Address details for the Payment Card, check the Payment Summary to confirm the amount and click 'Next'.

The default payment method is set to Card Payment. To pay by Faster Payment/BACS please see relevant section below.

NIWater.com Home My Profile Log out

Hi Stuart McQueen

Developer Services Trade Effluent Service Charges

Total Amount: £355.00 * Indicates required information

Enter card details

Cardholder Name* Mr C Holder
 Card Provider* MASTERCARD DEBIT
 Card number* 548301000073809
 Issue number
 Start date mm yy yy
 Expiry date* 01 2025
 CVC* 592

MasterCard VISA

Cancel Pay now

Payment Summary
 Payment for AR2300023_01
 Amount to pay: £355.00

Confirm amount to pay, enter your card details and click 'Pay Now'.

NIWater.com Home My Profile Log out

Hi Stuart McQueen

Developer Services Trade Effluent Service Charges

Payment Completed Successfully
 Message: Your payment was successful. Your payment reference is PA-00185

Home

Once paid, you will receive confirmation your payment has been successful along with your Payment Reference.

FASTER PAYMENT/BACS PAYMENT

NIWater.com Home My Profile Log out

Hi Stuart McQueen

Developer Services Trade Effluent Service Charges

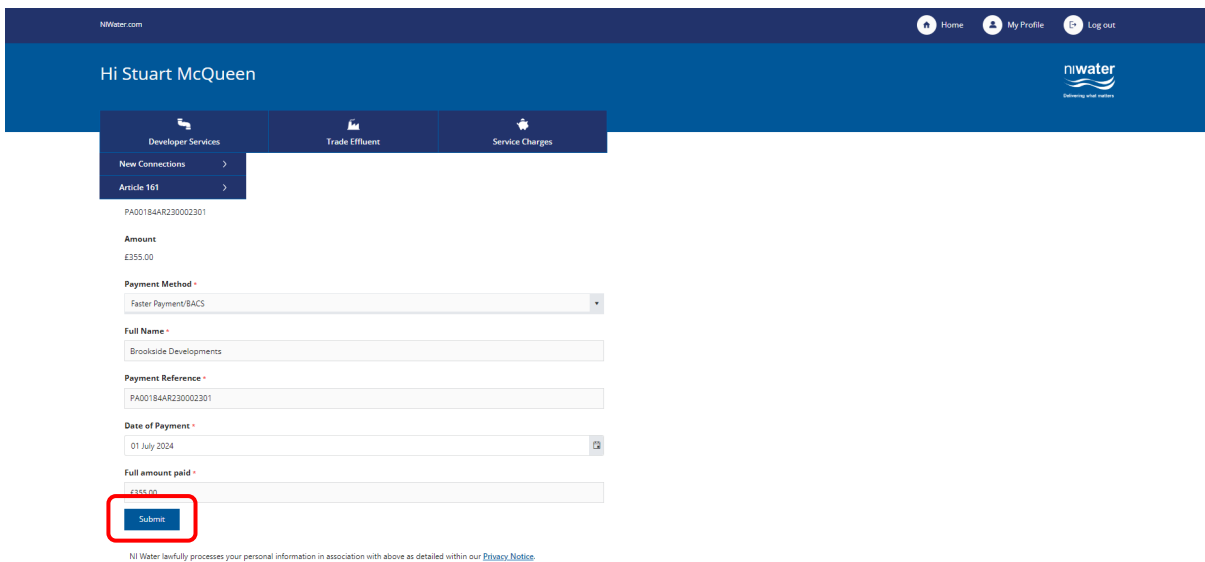
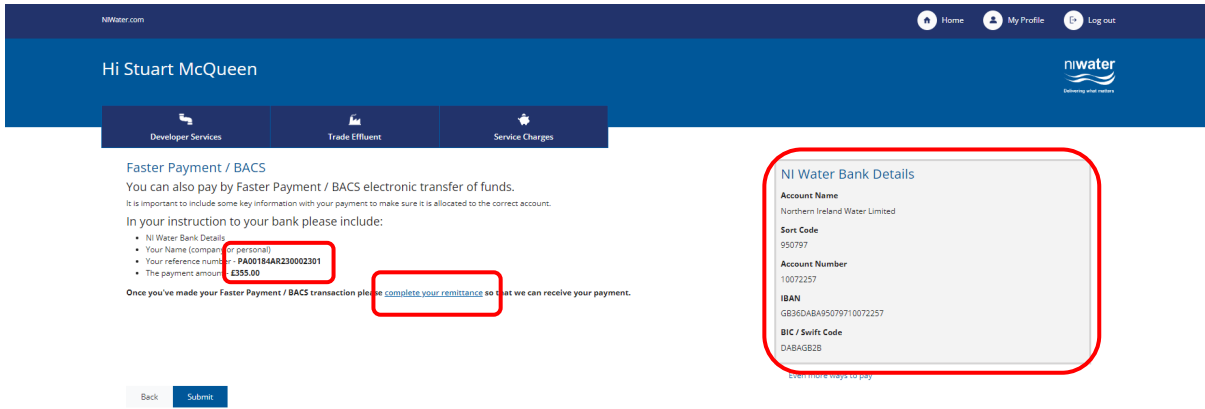
Card Payment
 Billing Address
 Address Line 1* Westland House
 Address Line 2 Old Westland Road
 Town* Belfast
 Post Code BT1 4 6TE

Next

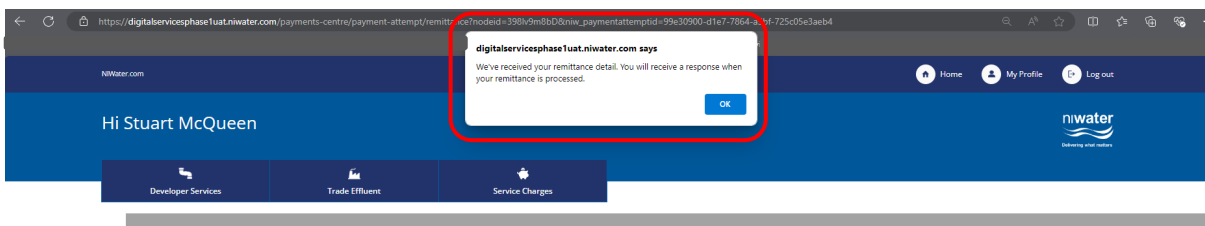
Payment Summary
 Payment for AR2300023_01
 Amount to pay: £355.00

Other ways to pay

If you are unable to pay via card or wish to pay via Faster Payments/BACS, click the 'Other ways to pay' button below the Payment Summary.



To complete the remittance, you need to provide the payment method, full name of the bank account, payment reference used (should match the one provided on the previous screen), the date of payment and the full amount paid. Once these are complete, click the 'Submit' button.



Once submitted, you will receive confirmation that we have received you remittance details.

If you encounter any issues throughout the process, please take a screenshot and email it along with a short description of the problem to customerengagementteam@niwater.com and they ensure it is pass on to the relevant team.