



## My Wallet Info

Updated 5/18/2016

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Okaloosa County Water & Sewer

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## I. Overview

**My Wallet** allows you:

1. Be notified by email on changes to **My Wallet** information
2. Be notified by email when a payment transaction has posted.
3. Save multiple Credit/Debit Cards or Electronic Checks (eCheck) to your account in a secure location. Once you have saved payment information you will need to Login to [OCWS Online Bill Pay](#) to pay your bill each month (See [Section III.](#)), but you won't have to re-enter the payment information each time you pay your bill online.
4. **Add, Edit or Delete** payment types in **My Wallet**. If you are unable to **Edit** a section of a payment type that needs updating, then **Delete** the payment type and re-**Add** it in **My Wallet** with the current information (See [Section IV.](#)).

### **PLEASE NOTE**

1. Your monthly payment will **\*not\*** automatically be taken from the saved eCheck and/or Credit/Debit Cards. You must Login to [OCWS Online Bill Pay](#) to pay your bill each month (See [Section III.](#)).
2. When making a payment with a Credit/Debit Card saved in **My Wallet**, you will need the Card Security Code (CSC) number. This number is typically on the back of the card.



## II. Add Electronic Check &/or Credit/Debit Cards to My Wallet

1. Login to your OCWS Online Bill Pay account.
2. Click on the [Make Payments] button on the left navigational bar.
3. Click on the [My Wallet] button at the top of the page.
4. Review saved payment information on the **My Wallet** page in the Payment Type table. For your security only the last 4 numbers of the Account Number and/or Routing Number is displayed. *Example:*

Payment Type	Account Number/Routing Number	Expiration Date	Delete?
ECHECK	<a href="#">***5432/*****4321</a>	n/a	<input type="checkbox"/>

5. At the bottom of the page is an “**Add a payment type:**” section where you can click on the **Credit Card** or **Electronic Check** links.
6. Select the payment type you wish to add
7. A new screen will come up for you to enter your payment information. Once you are finished filling out the form, click on the [Save Electronic Check Information] or [Save Credit Card Information].
8. You will be taken back to the **My Wallet** page. Notice how in the Payment Type table the eCheck or Credit/Debit Card you just added is now listed. *In this Example the Master Card credit/debit card was added:*

Payment Type	Account Number/Routing Number	Expiration Date	Delete?
ECHECK	<a href="#">***5432/*****4321</a>	n/a	<input type="checkbox"/>
Master Card	<a href="#">*****1234</a>	02/2019	<input type="checkbox"/>



### III. How to Make Payments Using My Wallet

1. Login to your [OCWS Online Bill Pay](#) account.
2. Click on the [**Make Payments**] button on the left navigational bar.
3. Click on **Pay Now**
4. The current amount due will automatically be in the **Payment Amount** box. You can use this amount or type in a different amount and click on the [**Continue**] button.
5. You will be taken to the **Payment** screen. In the **Payment Method** drop down box you can select which payment method you want to use from **My Wallet** and click on the [**Continue**] button.
  - a. If paying with saved Credit/Debit Card
    - i. Type in the Card Security Code which is usually on the back of the card.
    - ii. Click the [**Continue**] button
    - iii. Review information.
      1. If information is correct click on the [**Submit**] button
      2. Click [**Back**] button to change payment method
      3. Click “Cancel” link to completely cancel the payment
  - b. If paying with saved eCheck
    - i. Review the information.
      1. If information is correct click on the [**Submit**] button
      2. Click [**Back**] to change payment method
      3. Click “Cancel” link to completely cancel the payment



## IV. Edit or Delete Electronic Check or Credit/Debit Cards

1. Login to your [OCWS Online Bill Pay](#) account.
2. Click on the [Make Payments] button on the left navigational bar.
3. Click on the [My Wallet] button at the top of the page.
4. The Payment Type table will have payment information that has been saved. *Example:*

Payment Type	Account Number/Routing Number	Expiration Date	Delete?
ECHECK	<a href="#">***5432/*****4321</a>	n/a	<input type="checkbox"/>
Master Card	<a href="#">*****1234</a>	02/2019	<input type="checkbox"/>

### A. Edit eCheck or Credit/Debit Card

- a. Locate the Account Number/Routing Number column. Only the last 4 numbers of the Account Number and/or Routing Number is displayed.
- b. Click on the Account Number and/or Routing Number link you want to edit.
- c. If you are unable to **Edit** a section of a payment type that needs updating, then **Delete** the payment type and re-**Add** it in **My Wallet** with the current information

### B. Delete eCheck or Credit/Debit Card

- a. Locate the Account Number/Routing Number column. For your security only the last 4 numbers of the Account Number and/or Routing Number is displayed.
- b. Select the box in the **Delete** column to the corresponding Account Number you wish to delete
- c. Click on the [**Delete Selected Payment Types**] button under the table
- d. Follow the instructions to delete the Credit/Debit Card or eCheck



## V. Contact Customer Service

Contact [Customer Service](#) during business hours with questions (850) 651-7171.

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