



A Touchstone Energy® Cooperative 

# PAYMENT KIOSK INSTRUCTIONS

Cash (bills only) or Visa/MC payments (min. payment, see below) accepted at the kiosk. No change given, amount over balance will be credited to your account.

TO MAKE A PAYMENT AT THE KIOSK, YOU MUST HAVE YOUR ACCOUNT NUMBER OR BARCODE ON BILL TO SCAN

Nolin account number: \_\_\_\_\_

Cycle: \_\_\_\_\_ Due date: \_\_\_\_\_

### Touch Screen to Start then accept User Agreement

### Choose to Scan Bill barcode or manually enter Account Number

### Select Residential or Business

Answer questions on left of screen with keypad (touch blank line on left for keypad if needed)

#### Residential

- Account Number (must match Nolin account information)
- Phone Number
- First Name on Account
- Last Name (must match Nolin account information)

#### Business

- Account Number (must match Nolin account information)
- Phone Number
- Employee name (name of person making payment on kiosk)
- Business Name (must match Nolin account information)

### Select a Payment Type

- Cash (no coins accepted, and no change given)
- Credit Card (Visa/MC only)

Enter your payment amount- *All payments will be charged a \$.50 fee by US Payments.*

*Credit cards minimum payment accepted of \$5.00 + .50 US Payments fee= total minimum pmt. of \$5.50.* (Payments made through kiosk post immediately to your account.)

### Account balance given

Touch screen option: Enter the amount you wish to pay OR

Touch screen option: If your service has been disconnected-follow prompts to reconnect service.

**\*\*\$20.00 SERVICE FEES-represent the \$10.00 non-pay disconnect fee and the \$10.00 reconnect fee. This fee MUST be paid to reconnect service or service will remain disconnected.**

### To store your account information: Select Save MYPaySite Profile

- Store phone number-must use this same phone number each time to login to saved profile
- Store a new Pin Number you can easily remember to login to saved profile

### For Previously Saved My Profile Payments

Either Scan Bill card or manually enter Account Number

Answer questions on left of screen with keypad (touch blank line on left for keypad if needed)

- Account Number
- Previously Stored Phone Number
- Previously Stored Pin Number

Continue prompts as above.

### Radcliff Night Deposit Box

Radcliff's new night deposit box is located at the front of the building next to the payment kiosk.

**NOLIN RECC PAYMENT KIOSK located at 101 Lincoln Trail Blvd, Radcliff  
www.nolinrecc.com 270-765-6153**