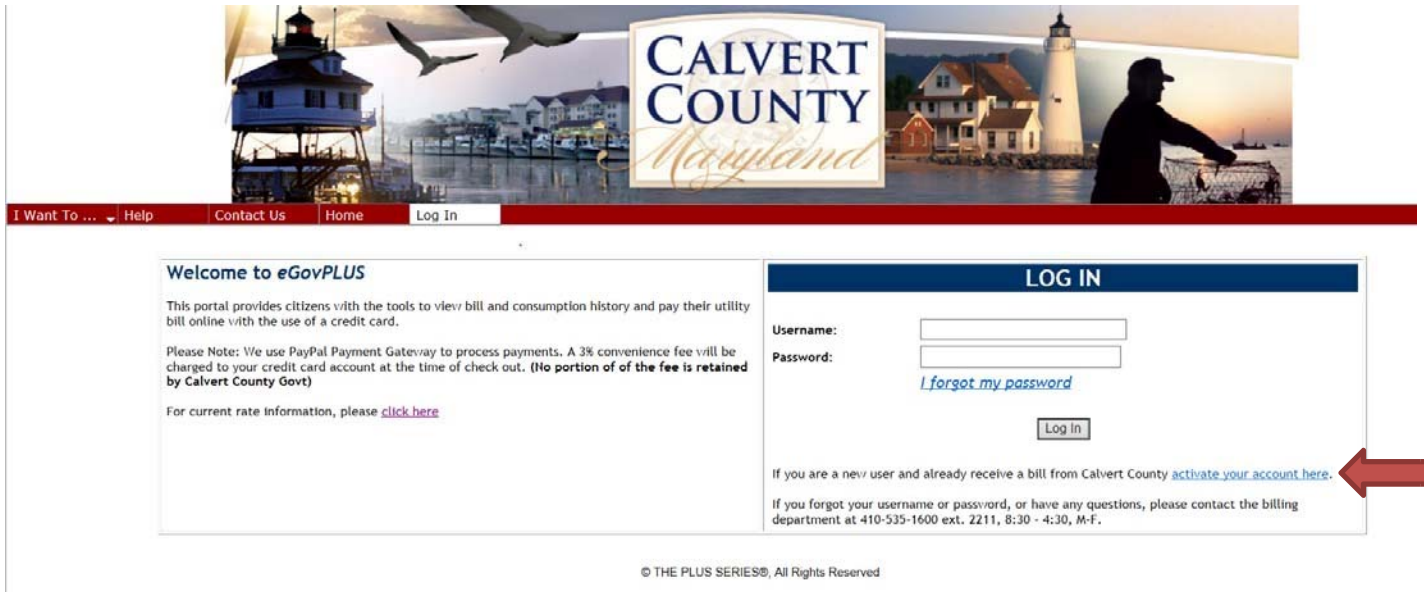


1. Welcome to eGovPlus – the credit card portal for Calvert County Water and Sewer.
2. To activate your account - click on the link “**Activate Your Account Here**”.



3. From the drop down menu select “utility bill”.

ACTIVATE YOUR ACCOUNT

Type of Account:

[Log in here](#) if you have already registered or activated your account

[Register here](#) if you are a new user and would like to use the online services but do not receive a bill from the Municipality

4. Input your information into the 3 data fields, **as it appears on your bill**, then click “**Activate**”
 - Account Number – XXXXXXXXXX-XX (a total of 12 numbers) □
 - Property Address – **the way it appears on your bill**
 - Customer Name – **the way it appears on your bill**

UTILITY BILLING ACCOUNT

All fields below are all required.

Account Number:

Property Address:

Customer Name:

(Enter name and address exactly as it appears on bill)

←

[Log in here](#) if you have already registered or activated your account

[Register here](#) if you are a new user and would like to use the online services but do not receive a bill from the Municipality


5. Enter the * required information in the data fields, then click “**Submit**”.

ACTIVATE ACCOUNT

Name * CALVERT COUNTY COMMISSIONERS
Mailing Address Line 1 * 175 MAIN STREET
Mailing Address Line 2
Mailing Address Line 3
Mailing City/State * PRINCE FREDERICK MD
Mailing Zip * 20678
Primary Phone * Ext

Email *
Verify Email *
User Name *
Password * (6-character minimum; no spaces)
Verify Password *
Secret Question * Favorite pet name? ▾
Secret Answer *

* = Required field



6. Click on the “**Account**” link you would like to pay.

ACCOUNT SUMMARY

Name: CALVERT COUNTY COMMISSIONERS
Mailing Address: 175 MAIN STREET
City/State/Zip: PRINCE FREDERICK, MD 20678
Status: Active

[Utility Accounts](#)
[All Records](#)
[All Active/Open Records](#)

UTILITY BILLING ACCOUNT(S)

ACCOUNT #	SERVICE ADDRESS	BALANCE
0101200090-00	50 ARMORY RD	\$0.00
0101200120-01	175 ARMORY RD	\$0.00
0101200200-01	435 H SOLOMONS ISLAND RD	\$0.00
0101200540-00	175 MAIN ST	\$0.00
0101200550-00	30 DUKE ST	\$0.00
0101202700-00	30 CHURCH ST	\$0.00
0101203590-00	295 WEST DARES BEACH ROAD	\$0.00
0101203620-00	975 H SOLOMONS ISLAND RD	\$0.00
0101920260-00	240 SCHOONER LN	\$0.00
0501204130-01	240 SCHOONER LN	\$0.00
1301133120-00	14484 S SOLOMONS ISLAND RD	\$0.00
1301133570-02	13920A H G TRUEMAN RD	\$0.00
1301133880-00	14175 S SOLOMONS ISLAND RD	\$0.00
1301163650-00	13300 DOWELL RD	\$0.00
5500100200-00	175 MAIN STREET	\$0.00
5500100390-00	175 MAIN STREET	\$0.00

7. Verify the correct account was selected and then click on the “**Make a Payment**” link.

ACCOUNT DETAIL

Account Number	0101200540-00	Balance Due	\$0.00
Account Name	CALVERT COUNTY COMMISSIONERS	Last Bill Date	03-31-2016
Service Address	175 MAIN ST	Last Read Date	03-11-2016
City/State/Zip	PRINCE FREDERICK MD 20678	Account Status	Active
Billing Address	175 MAIN STREET	Meter Route	01
		Parcel ID	UB0101200540-00
		Unit No	
	PRINCE FREDERICK MD 20678		

SERVICES

Service	Description	Amount Due
510	WATER - BASE + VARIABLE	\$0.00
610	SEWER - BASE + VARIABLE	\$0.00
Total Amount		\$0.00
Pending Payment		\$0.00
Balance		\$0.00

[History](#) [Make a payment](#)

8. Enter the amount to pay in the “**Amount to Pay**” field then click “**Proceed**”.

PAYMENT SERVICES

Account Number:	0101200540-00
Account Name:	CALVERT COUNTY COMMISSIONERS
Address:	175 MAIN ST
Balance Due:	\$0.00
Amount To Pay:	<input type="text" value="\$0.00"/>

9. Review the account and payment information is correct in the “**Payment Preview**” window, if information is correct then click on “**Submit**”.

PAYMENT PREVIEW

Account Number:	0101200540-00
Account Name:	CALVERT COUNTY COMMISSIONERS
Address:	175 MAIN ST
Balance Due:	\$1.00
Egov Process Fee:	\$0.03
Total Payment:	\$1.03

10. In the payment information screen, select from the two options; (1) Pay with PayPal, or (2) Pay with credit or debit card. If the credit or debit card option is chosen, enter your credit card number and expiration date, then click on “**Submit**”.

Calvert County Government

Choose a way to pay

Pay with PayPal - The faster, safer way to pay

Pay Now

-OR-

Pay Later

No Payments + No Interest if paid in full in 6 months on purchases of \$99+ Subject to credit approval. See Terms

Pay with credit or debit card

Card Number

Expiration Date /

Secure payments by PayPal

Order summary

Total (USD): 1.03

11. After your transaction has been processed a payment receipt will be generated. If information is correct click on the “**Continue**” button.

PAYMENT RECEIPT			
Receipt Number	99000000005	Receipt Date	01-11-2017
Payor	CALVERT COUNTY COMMISSION	Receipt Type	CREDIT CARD
Receipt Amount	\$1.03	Reference Number	BQ0PE1552D80
RECEIPT DETAIL			
Description	Account	Invoice	Amount Paid
EGOV PROCESS FEE	1.000 @ \$0.03	EGOV PROCESS FEE	0.03
UTILITY BILLING ACCTS REC	0101200540-00	UTILITY BILLING ACCTS REC	1.00
Print		Continue	

12. The account detail screen will show detail of how your payment was applied.

ACCOUNT DETAIL			
Account Number	0101200540-00	Balance Due	(\$1.00)
Account Name	CALVERT COUNTY COMMISSIONERS	Last Bill Date	03-31-2016
Service Address	175 MAIN ST	Last Read Date	03-11-2016
City/State/Zip	PRINCE FREDERICK MD 20678	Account Status	Active
Billing Address	175 MAIN STREET	Meter Route	01
		Parcel ID	UB0101200540-00
	PRINCE FREDERICK MD 20678	Unit No	
SERVICES			
Service	Description	Amount Due	
510	WATER - BASE + VARIABLE	\$0.00	
610	SEWER - BASE + VARIABLE	\$0.00	
		Total Amount	\$0.00
		Pending Payment	\$1.00
		Balance	(\$1.00)
History Make a payment			

13. Once transaction is complete, click on “**Log Out**”



Contact Information:

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