

# NapaRecycling.com Online Bill Pay Instructions



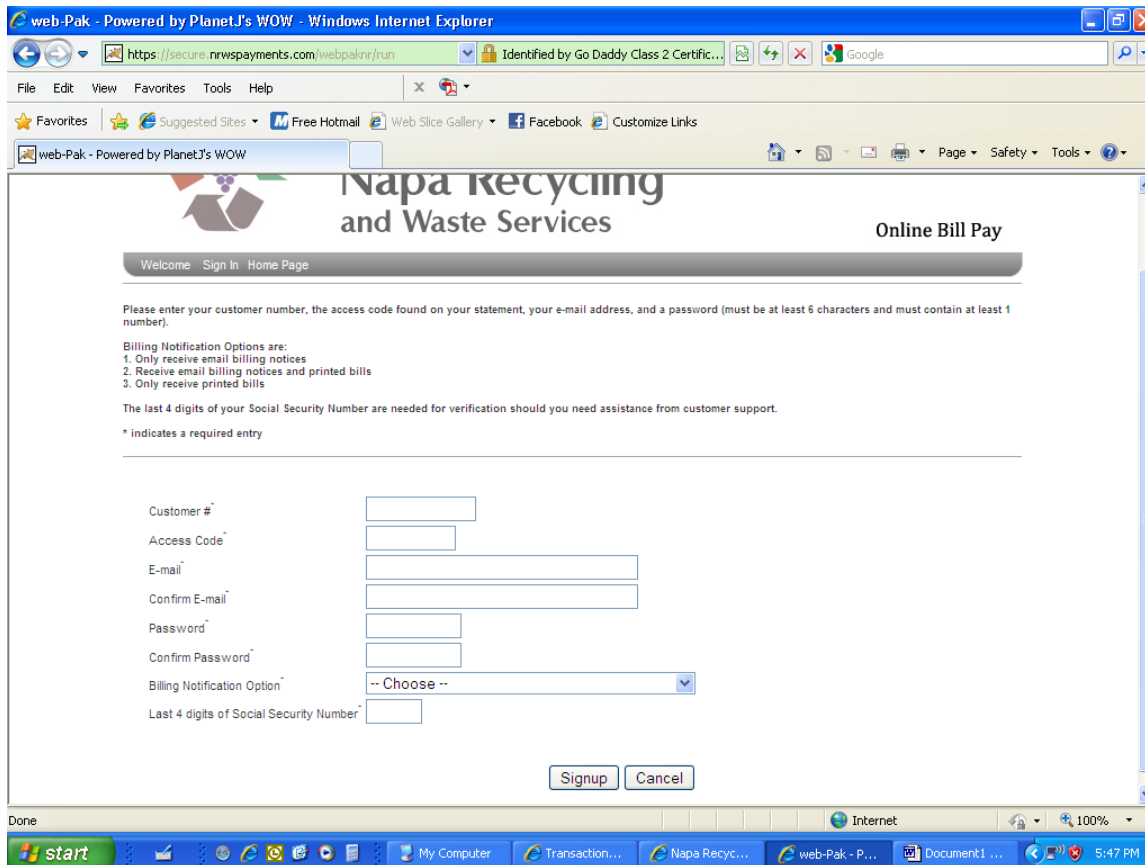
1. From the **naparecycling.com** home page, click on **BILL PAY** from the top toolbar options



2. Click on **CREDIT CARD – click here**

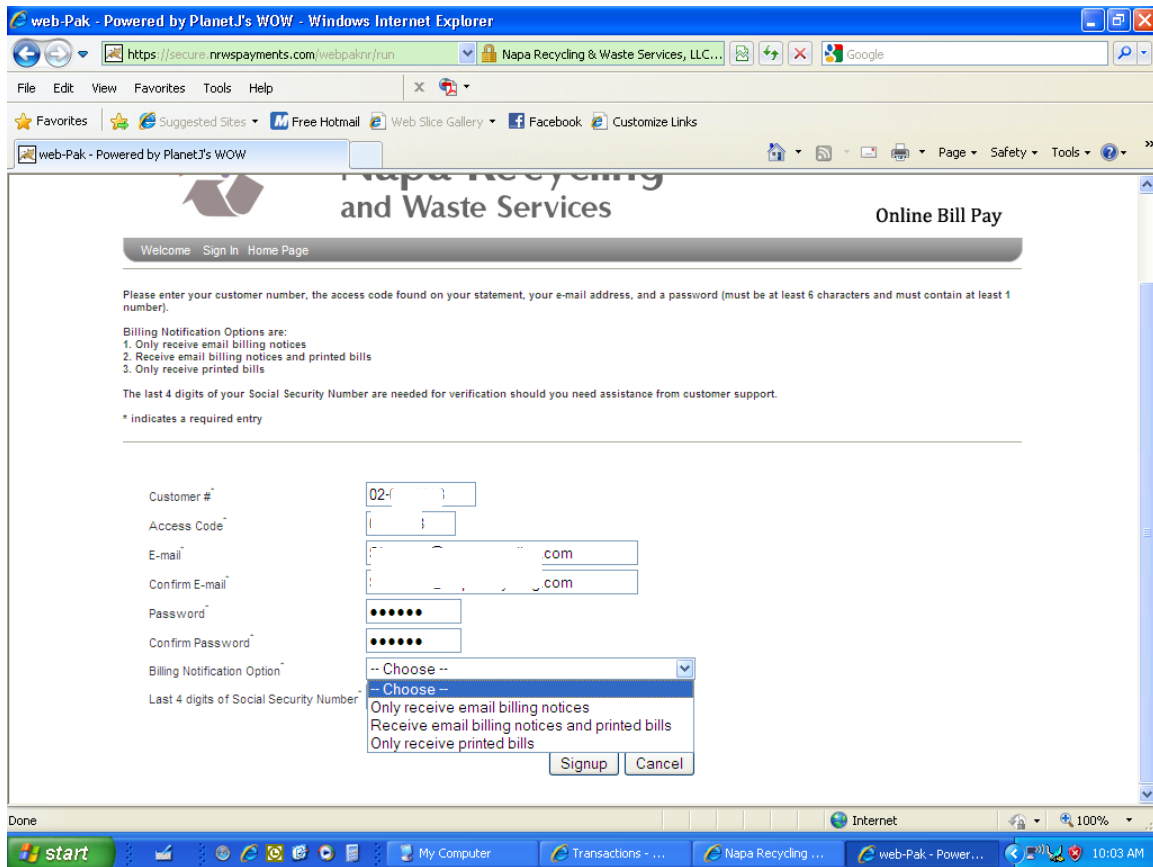


### 3. First time users: Click on **Sign up**

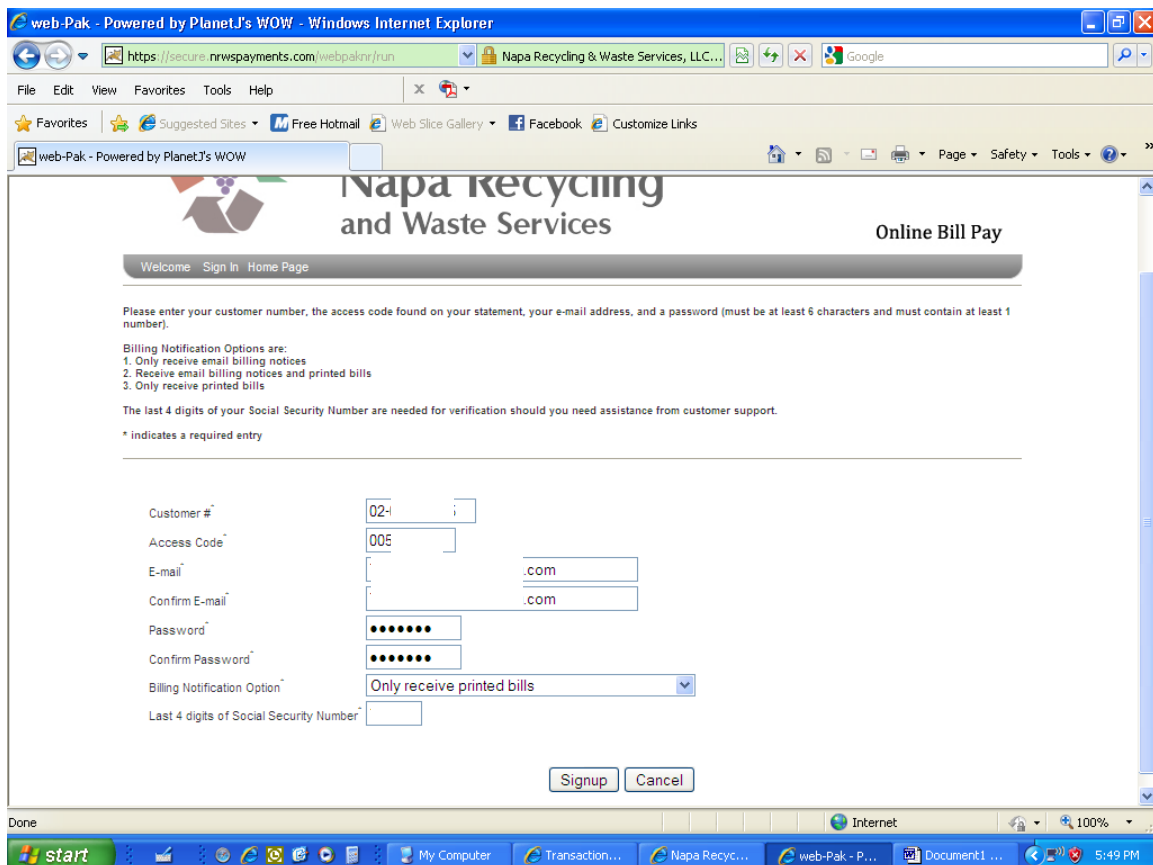


### 4. Fill in all information:

- **Customer #** - located on statement
  - **Access Code** – located top right corner of statement
- Click – **Signup**



5. **Billing Notification Option** - please note that all customers will continue to receive printed bills, even if you choose to receive email billing notices (email only billing may become available in the future)



6. *Example*



7. You will now see the **Login** screen  
Use your registered email and password to login



8. Click on **Account Balance/Make Payment**

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https://secure.nrwspayments.com/webpaknr/run

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**Napa Recycling and Waste Services**

Online Bill Pay

Welcome Account Balance/Make Payment Change Password Change Email Address Change Billing Option Sign Off Home Page

Account Activity	
Previous Balance	\$2,239.80
Payments	\$0.00
<b>Balance Due</b>	<b>\$2,239.80</b>
Current Charges	\$0.00
<b>Current Account Balance</b>	<b>\$2,239.80</b>

Customer Name / Address Customer #

**Credit Card Payment**

Cards we accept:

Open Charges

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9. Click the **Credit Card Payment** button

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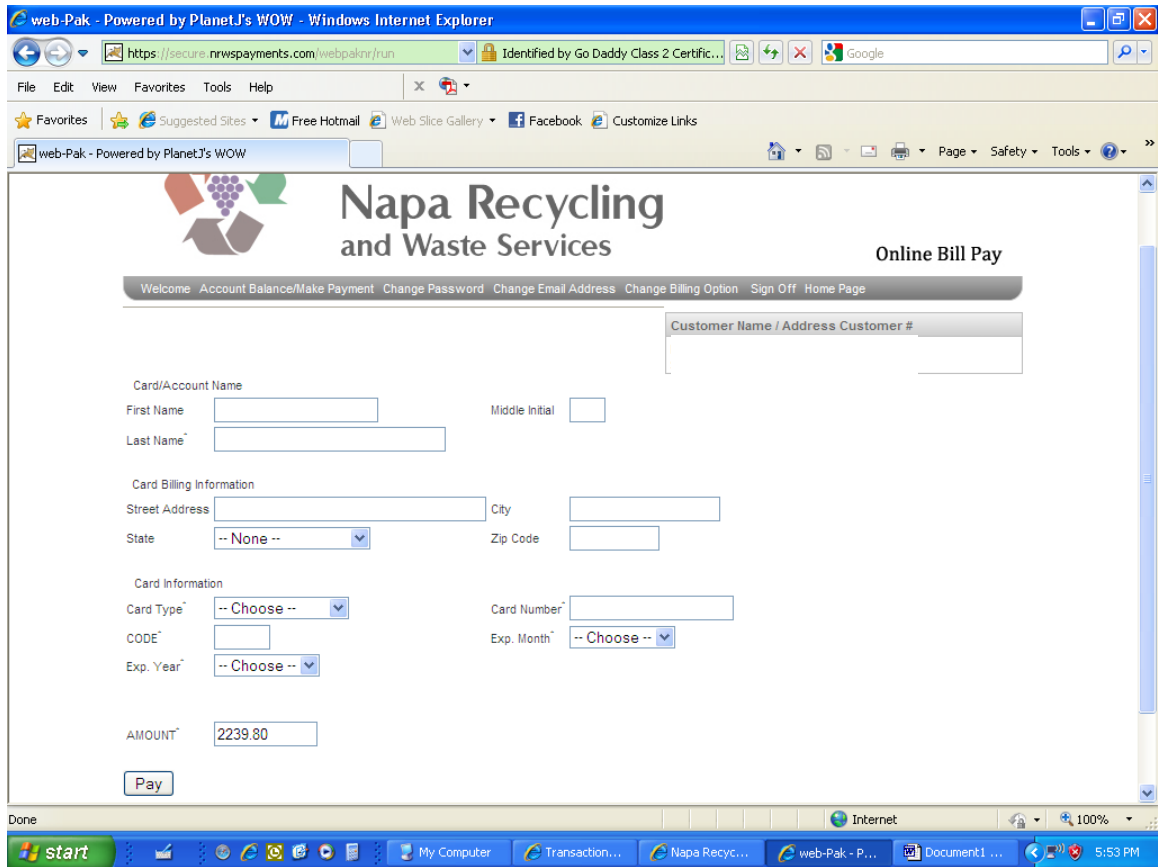
Cards we accept:

Open Charges

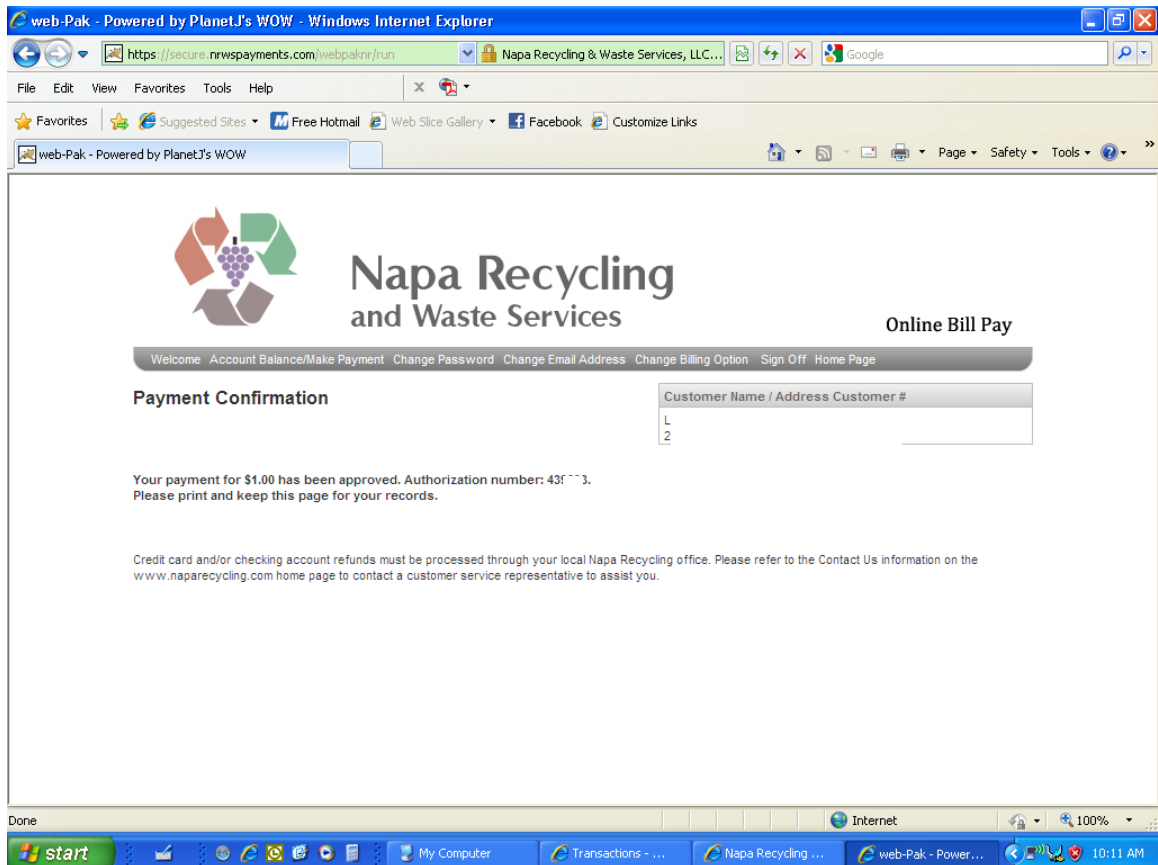
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Service Date	Sale Description	Invoice #	Quantity	Total Amount	Unbilled Charge
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 95 GAL TOTER	0	1.00	52.85	
04/27/2010	RESIDENTIAL 20 GAL TOTER	0	1.00	17.87	
04/27/2010	RESIDENTIAL 20 GAL TOTER # P/U: 10	0	1.00	17.87	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 95 GAL TOTER	0	1.00	52.85	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 20 GAL TOTER	0	1.00	17.87	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 65 GAL TOTER	0	1.00	32.94	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 35 GAL TOTER	0	1.00	22.40	
04/27/2010	RESIDENTIAL 95 GAL TOTER	0	1.00	52.85	

10. Example of view of statement balances



11. Fill in all information  
Click **Pay** button at bottom left of page



12. Confirmation – Make note of the **Authorization number**  
Click **Sign Off** in the top tool bar area