

# Online Utility Payment Information

## Pay your Utility Bill Online

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Go to your online banking website and log in. Select bill payments and add a bill. Search for payee "Mount Waddington"

Locate your **Folio/Account #** located on the left hand side of your Utility Invoice.



# Invoice

Regional District of Mount Waddington  
Box 729, Port McNeill B.C. V0N 2R0  
Phone 250-956-3161 Fax 250-956-3232

April 1, 2012

JOHN SMITH  
BOX 1234  
COAL HARBOUR BC  
V0N 1K0

**Folio / Account #78512345678**

**Invoice #: CH12-33**

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Enter your **Folio\Account #** into the account number field.

Pay the appropriate amount from the current utility bill. Partial payments are accepted.

Print or save the confirmation page for your records.

Here is an example of what the CIBC bill payment page looks like:



**Enter Payee Account Number and Nickname**  
**Step: 2 of 4**

April 23, 2012 at 05:17pm Eastern time

- Enter the account number that appears on the bill you'd like to pay.
- If you'd like to give a nickname to the payee, enter a name in the "Payee Nickname" field below.
- Please enter any letters in upper case.
- Consult the special text and/or image below (if applicable) for more help.
- For further assistance, contact Online Banking at 1-888-872-2422.

**Selected Payee:** MOUNT WADDINGTON (R.D) UTILITY

**Payee Nickname:**

**Payee Account Number:**

**Account Number Format:** 99999999999

Symbol Key: 9=Numbers, A=Letters, X=Numbers or Letters, ?=Non Mandatory Characters

**Regional District of Mount Waddington Utility**

This account consists of a **Folio #** that is 11 numbers. Enter this number without any spaces.



**Invoice**

Regional District of Mount Waddington  
Box 729, Port McNeill B.C. V0N 2R0  
Phone 250-956-3161 Fax 250-956-3232

**Folio #:** 99999999999 ←

**Invoice #:**

**Please note:**

- Nicknames can be created to make it easier for you to recognize payees.
- If you create a nickname, the nickname will appear instead of the payee name.
- The nickname will only appear when you pay your bills through Online Banking.

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