



WaterSmart: Scheduling a Payment

1. Click on the Billing tab and select Payment
2. Under Payment, select Pay Bill
3. Select the bill you want to schedule a payment. Make sure all other invoices that have a balance due are not selected. You can only schedule a payment for 1 invoice at a time.
4. Click on Pay Selected

City of Santa Barbara WaterSmart Portal English Accounts [dropdown] Logout

Home **1** **\$ Billing** Track Take Action Services & Forms Settings

SERVICE ADDRESS ACCOUNT NUMBER

Payment

- View Bill
- 2** **Pay Bill**
- Payment Options
- Scheduled Payments

Evaluate Bill

- Understand Bill
- Compare Bill
- Forecast Bill

Bill Settings

- Bill Delivery Method
- Pay by Text

Pay Bill

Open Invoices

Select	Invoice	Invoice Date	Balance Due	
3 <input checked="" type="checkbox"/>	Due in 15 days Account # [redacted]	3/14/2024	\$162.81	View Invoice Payment History Adjustment History Scheduled Payment History Refresh History Remind Me
<input type="checkbox"/>	Due in 7 days Account # [redacted]	3/6/2024	(\$32.60)	View Invoice Payment History Adjustment History Scheduled Payment History Refresh History Remind Me
<input type="checkbox"/>	Due in 6 days Account # [redacted]	3/5/2024	(\$382.43)	View Invoice Payment History Adjustment History Scheduled Payment History Refresh History Remind Me

4 **Pay Selected** >

This screen will pop-up and the Pay Today will be automatically select. Click on Schedule a Payment instead.

When would you like to pay?

Pay with FlexPay

Pay Today ★

Schedule a Payment

Proceed to Payment 

After select Schedule a Payment, the screen will change to the one below.

Click on the calendar icon and select a future date.

Select Proceed to Payment

When would you like to pay?

Pay with FlexPay

Pay Today ★

Schedule a Payment

Payment Date *



Proceed to Payment 


Your screen will change to the regular Pay Bill screen.






Select your payment method and how much you would like to pay and hit Continue.

Pay Bill

How would you like to pay?

Available Payment Methods

New Credit/Debit Card 

How much would you like to pay?

Pay Full Invoice \$162.81

Pay Minimum \$10.00

Pay Other Amount

[Continue >](#)

If you are entering new payment information, please make sure to complete all required fields and press Continue.

Pay Bill

Please enter your card information

Cardholder Name *

CITY OF SANTA BARBARA

Card Number *

Card number

CVV *

CVV



Expiration Date *

March



2024



Billing Address *

625 LAGUNA ST

Country *

United States



City *

SANTA BARBARA

State *

California



Zip *

93101

Email

Email Address

Continue >

Please agree to the Invoice Cloud Terms and Conditions.

Click on the blue box with Schedule Payment.

You will notice on the bottom of the blue box, your payment scheduled date will be visible.

Pay Bill

Payment Summary

Invoice #	Amount
6458310 - View	\$162.81
SUBTOTAL	\$162.81
SERVICE FEE *	+ \$0.00
GRAND TOTAL	\$162.81

I agree to the [Invoice Cloud Terms and Conditions](#).

Schedule Payment \$162.81

Payment will be scheduled for 4/3/2024

Cancel Payment

[Need Help?](#)

After clicking on the Schedule Payment box, you will be taken to the confirmation page.