

MAIN MENU

- 1 - PAY on your account
- 2 - ACCOUNT BALANCE
- 3 - PIN NUMBER create or update
- 9 - REPEAT main menu



MAKE PAYMENT

Enter your NCC account number followed by the # sign
(if correct Press 1; if not Press 2)

- 1 - pay total amount due
- 2 - pay a different amount / ex: enter 5607 for \$56.07
(if correct Press 1; if not Press 2)
- 3 - continue (go back to payment options)
- 9 - repeat these options

ONCE YOU ENTER AMOUNT TO PAY

- 1 - add another account to payment total
- 2 - restart payment process (go back to payment options)
- 3 - pay amount you have selected

SELECT PAYMENT METHOD

- 1 - pay by Visa, MasterCard, American Express, Discover or Debit Card
- 2 - pay by check
- 3 - exit without making a payment (go back to payment options)
- 9 - repeat these options

PAY BY CREDIT OR DEBIT CARD

- 1 - if correct - enter credit card number; expiration date mm/yy;
enter 3 digit security code on back of card & Press #
- 2 - review your payment
- 3 - restart payment process (go back to payment options)
- 9 - repeat these options

PAY BY CHECK

Enter your current 4 digit PIN to verify your identity.

- 1 - if correct - enter 4 digit PIN number; bank 9 digit routing number;
enter checking account number & Press #;
if personal account Press 1; business account Press 2;
if checking account Press 1; if savings account Press 2;
if you want to save payment information Press 1; if not Press 2
- 2 - review your payment
- 3 - restart payment process (go back to payment options)
- 9 - repeat these options

ACCOUNT BALANCE MENU

- 1 - enter your NCC account number followed by the # sign
(if correct Press 1; if not Press 2)
- 2 - check account balance
- 9 - repeat this menu

CREATE OR UPDATE PIN NUMBER

Enter your NCC account number and the Press #
(if correct Press 1; if not Press 2)

- enter your 4-digit PIN, or Tax ID number to verify identity
- to change or update PIN Number - enter new 4-digit number
- Call NCC at 568-3331 to create a PIN. Once a PIN is established, you can use Secure Pay to update your PIN anytime.