



How to Make a One Time Payment:

There are many ways to make a one-time payment using WM ezPay. Anyone with a Waste Management Account can make a one-time payment. You do not have to be enrolled in Wm ezPay.

One Time Payment via Pay Your Bill – Make one-time payment button

From the Pay your Bill page:

1. Click **Make a one-time payment** button. The One Time Payment screen displays.
2. Type your **WM ezPay ID**.
3. Type your **Zip Code**.
4. Select **Invoice Payment** or **Payment on account**. If you select Invoice Payment you would, type the **Invoice Number** in the field provided. The information from the invoice may auto-populate some of the fields needed to complete the payment.
5. Click **Continue**. The required fields display at the bottom of the screen. You may need to scroll down to see them.
6. Type the **Payment Amount**. If you used an invoice number, verify the amount.
7. Add a **Memo**. (Optional) Type any information that might clarify the payment, i.e., *making additional payment*.
8. Confirm the **Individual Information** fields. Fill in as many of the blank fields as possible. It is important that you supply an email address, so that you can receive the payment confirmation.
9. Click the **Pay With Bank Account** or **Pay with Credit Card** radio button. Depending on the selection, new fields appear to accommodate the payment method.

If selected, Pay With Bank Account:

10. Type your **Account Number**.
11. Select the **Account Type**. (Checking or Savings)
12. Type the **Routing Number**.
13. Click the **Click to read and agree to the Terms and Conditions** check box. The Terms and Conditions dialog box displays.
14. Read the information provided and click **Agree and Submit Payment**. The Confirmation Payment Information screen displays.
15. Click **Confirm Payment**. The Payment Confirmation screen displays.

You have completed the one-time payment process. You can click **Print** (to print the confirmation) or click **Home Page** (to return to the Log On screen).



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If selected, Pay With Credit Card:

10. Select **Card Type** from drop-down list.
11. Enter **Credit Card Number**.
12. Select **Credit Card Expiration Date** (Month and Year), from the drop-down list.
13. Type the Credit Card **CCV2 Code**.
14. If your credit card account has the same address as their WM address, you can click the **same as Waste Management account** check box.
If not, you must complete the **Credit Card Name and Address** section.
15. Click the **Click to read and agree to the Terms and Conditions** check box. The Terms and Conditions dialog box displays.
16. Read the information provided and click **Agree and Submit Payment**. The Confirmation Payment Information screen displays.
17. Click **Confirm Payment**. The Payment Confirmation screen displays.

You have completed the one-time payment process. You can click **Print** (to print the confirmation) or click **Home Page** (to return to the Log On screen).

One Time Payment via Pay Your Bill –Log on to WM ezPay button

You can also make a one-time payment when you are logged onto WM ezPay. Here are several ways you can access a one-time payment screen once you have logged on to WM ezPay.

- From the Current or Past Invoices screens, click the **Pay** button.
- In the Invoice View, click the **Click here to pay!** link.
- From the main page, select **Manage Payments** and click on **One Time Payments**.

The route you take determines the screen and options that display. WM ezPay will guide you through the process.



How to Make a One Time Payment:

One Time Payment, if you are enrolled in WM ezPay and have created a payment method:

If you are enrolled in WM ezPay and you have created a payment method, making a one-time payment is a simple four-step process.

Once you have logged on to WM ezPay, access a One Time Payment screen using one of the methods previous discussed.

From the One Time Payment screen:

1. Click on one of the defined payment Methods.
2. Click the **Click to read and agree to the Terms and Conditions** check box. The Terms and Conditions dialog box displays.
3. Read the information provided and click **Agree and Submit Payment**. The Confirmation Payment Information screen displays.
4. Click **Confirm Payment**. The Payment Confirmation screen displays.

You have completed the one-time payment process. You can click **Print** (to print the confirmation) or click **Close** (to close the screen).