

How to make a one-time payment HRSD My Account Portal:

1. **Access My Account portal link on HRSD's Customer Self-Service Center page at <https://www.hrsd.com/css> - Click "Make a One-Time Payment":** This option allows you to make a payment without logging in or registering
2. **Enter a Valid Email Address:** Provide an email address to receive a payment confirmation
3. **Enter Account Information:** Input the account number and last name as it appears on the bill for the account you wish to pay
4. **Click "Search"** to locate the account
5. **Verify Account Information:** Ensure the account details displayed are correct before proceeding with the payment
6. **Select Payment Amount:** Choose the amount you wish to pay
7. **Review Terms and Conditions:** Click to view the full terms and conditions for the payment
8. **Agree to Terms and Conditions:** After reviewing, click "I Agree" to proceed to the payment information page
9. **Help 2 Others Donation:** Choose to make a donation or skip
10. **Enter Payment Information:** Choose your payment method (debit/credit card or checking/savings account) and input the necessary details
11. **Click "Submit"** to continue with the payment process
12. **Receive Confirmation:** After a moment, you will receive a confirmation email to the address you provided
13. **Payment Successful:** Your payment has been successfully processed!