



Town of Somerset

Volume 32, Issue 1

Special Edition February 2017

Dear Resident,

The Town has recently switched to new water/sewer billing software. This change will allow residents to login to check on their account, pay online, and the system has a new option of having your bill emailed to you. The full conversion to the new software is almost complete. Please read this letter in its entirety.

The website to access your water/sewer account is www.ub-pay.com, which you can access through our website. There is a quick link titled "water/sewer account login" on the home page or you can go through the button to pay online. The first time you land on the page, you will need to register. After that you will just need to enter your username and password. To log into the system for the first time you will need the municipality code: **SomersetQNY**

You must type the municipality code as written because it is case sensitive, as well as your First Name, Last Name and Account # must match exactly what is on the water bill postcard.

PLEASE NOTE: All account numbers have changed with the new system. If you would like to logon before you receive your first bill that shows your account number, please visit our website www.somersetny.org and click on the link that is located under News and Announcements.

You will need to provide the following information on the login screen:

Municipality Code: **SomersetQNY**

First Name:

Last Name:

Account #:

Email address:

Username: what you want to use every time you login

Password: what you will remember every time you login

Re-Enter Password: to confirm

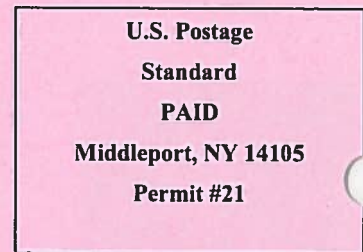
Once you have logged in you will be able to view any balances on the account, as well as bring up your current bill and print it. You may also pay your bill this way, but keep in mind that there is a convenience fee for utilizing this option. The convenience fee is \$3.00 per hundred owed. This convenience fee is not paid to the Town nor does the Town receive the money, it goes to the service provider.

The Town still provides the option to have your payment automatically deducted from your bank account 2 days before the due date. This option is free. If you have already signed up it is not necessary to take any action. If you have not signed up but would like to participate, please contact the Town Clerk's office for the form. If you choose to opt into the ACH program you will no longer have to send payment for your water bill, it will automatically be withdrawn from the account you provide. You may choose to continue or discontinue this option at any time. **If you participate in the ACH program you will still receive a bill via mail or email, whichever you prefer, to inform you how much will be deducted from your account.**

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Instead of having your bill mailed to your residence, you may sign up to have your bills emailed. This is another new feature of the software and will save the Town the cost of postage. If you prefer to have your bill emailed, please provide your email address to the Town Clerk's office.

Because the Town is using the same software as the Village, our postcards are going to look very similar. The Village is using white with blue boxes and the Town will be using white with GREEN boxes. Since the Village has been sending out these postcards for almost one year we are hoping the Village residents are accustomed to their bills so there will not be much confusion.

One final option we can provide is to landlords. If you are a landlord who has the quarterly bill being mailed to your tenant, we can now email it to you at the same time if you provide us with your email address.

We are excited to start using this new software and we greatly appreciate your understanding and cooperation in this new endeavor. If you have any questions or would like to sign up for ACH or email billing, please contact the Town Clerk's office at 716-795-3575 ext.2 .



FREE RABIES CLINIC

This year the Town of Somerset is hosting a free Rabies Clinic on Saturday, March 11th from 2:00PM to 4:00PM at the Town Highway Garage. Bring proof of your dog, cat or ferret's latest vaccination to receive a three year shot. Without proof your animal will be given a one year booster.
