WASHINGTON COURT HOUSE
Ohio

Invoice Cloud Web Site Instructions

One-Time Payment Steps:

1. Open this link: https://www.invoicecloud.com/cityofwch
2. Click on the "Utility Payment" link
3. The One-Time Payment page will open (you will need your account # and last name to search invoices)
4. Enter your account number and last name and click Search Invoices
5. It will list any current invoices where you may select, view and pay
6. Click on the "Select" box to pay the listed invoice
7. Click on "Add Selected Invoices to your Cart"
8. The review screen will open showing account#, invoice#, due date, and amount due.
9. Click on "Proceed to Payment"
10. The "How would you like to pay?" screen opens
11. Select the type of payment you would like to make in the drop down box (Google Pay, credit/debit card and EFT(check) options are available)
12. You can also select "Pay Full Invoice" or "Pay Other Amount" (you may pay more than the amount due which will create a credit on your account)
13. Once you select what you want to pay click "Continue to Payment Information"
14. Depending on the payment option you selected enter your information
15. Select "Continue to Review Payment" and check your information
16. Select " Pay Option"

Register for a new account

1. Open this link: https://www.invoicecloud.com/cityofwch
2. Select "Sign In" at the top of the page
3. Select "Register Now"
4. Enter the required information and select "Paperless" if needed (you will need your account # (current bill) to associate it with your login account)
5. Select "Complete Registration"
6. The "Your Account At A Glance" screen opens
7. You can "Pay My Invoices" or look at history, manage your account.
8. On this screen you can view recent or closed invoices and payments.
9. Under "Manage My Accounts" you can add other accounts if you pay for multiple accounts.
10. When finished the logout icon is at the top of the screen

For any questions please contact the Water Dept. at 740-636-2344