



The Port of Nome has implemented a new online payment system. Customers now have the option to pay their port invoices online through the city website, www.nomealaska.org, on the “Online Payments” page. Instructions on how to use the new online payment system are written below:

1. Using the Online Payments link on the City of Nome website, you will be redirected to the Port of Nome’s online payment page.
2. With your port invoice, enter your name, invoice number, and the amount you wish to pay in the My Bills description box.
3. After entering all the information, select “Add Item to Cart” or “Save.”
4. Customers may pay for several port invoices by adding each invoice to their cart.

My Bills

Description	
Edit Delete	Port Invoices payment of \$1.00 on Customer Name Customer
Edit Delete	Port Invoices payment of \$1.00 on Customer Name Customer
Save Delete	<p>Payment Type: *</p> <p>Port Invoices ▾</p> <p>Customer Name: *</p> <input type="text"/>
	<p>Invoice Number: *</p> <input type="text"/>
	<p>Customer Number:</p> <input type="text"/>
	<p>Amount: *</p> <input type="text"/>

[Add Item to Cart](#)

5. Enter the account holder’s information and select a payment method.

Cardholder Information

First Name: * Last Name: *

Address Line 1: * Address Line 2:

City: * State: * Zip Code: *

Phone Number: * Email Address:

Payment Information

Payment Method: *

Expiration Date: * (in mm/yy format)

CVV: *
 [Where is this number?](#)

6. Enter the payment information in the boxes provided.
7. After completing the form, select "Continue" in the bottom right corner.

The screenshot shows a payment form with a 'Description' section at the top containing fields for Payment Type, Port Invoices, Customer Name, Invoice Number, Customer Number, and Amount. Below this is the 'Cardholder Information' section with fields for First Name, Last Name, Address Line 1, Address Line 2, City, State, Zip Code, Phone Number, and Email Address. The 'Payment Information' section includes a dropdown for Payment Method (set to 'Credit or Debit Card'), a Card Number field, an Expiration Date field, and a CVV field with a link 'Where is this number?'. At the bottom of the form are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is circled in red.

8. **Please note there is a convenience fee** for using the online payment system; credit and debit cards have a 2.5% or a \$2.00 minimum convenience fee. Electronic checks have a flat convenience fee of \$2.00.
9. After reviewing that the provided information is correct and agreeing to the terms and conditions, select "Submit Payment" in the bottom right corner.

Terms and Conditions

CONVENIENCE FEE
Your agency has partnered with a third party service provider to provide you with convenient online payment services via credit card debit card or electronic check payments. IN ORDER TO USE THIS SERVICE YOU MAY HAVE TO PAY A NON-REFUNDABLE CONVENIENCE FEE IN ADDITION TO THE AMOUNT(S) OWED TO YOUR PAYEE. Please note that the service provider (not your Payee) will appear as the merchant of record next to your payment on your bank or credit card statement.

ACCESSIBILITY
This service is accessible through the Internet. In order to use this service you will need a personal computer access to the Internet with an Internet service provider and a web browser which supports this service.

I Agree to Terms and Conditions

[Back](#) [Cancel](#) [Submit Payment](#)

10. You will be redirected to a confirmation page and a receipt number may be printed out for future reference.