



Sandusky County Sanitary Engineer

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INSTRUCTIONS FOR ONLINE BILL PAYMENT

To make a utility billing payment online via a Credit or Debit Card, you can access the webpage three different ways:

1. Go to the Sandusky County Sanitary Engineer website at www.sanduskycountysanitaryengineers.com.
 - On right side of the **Home** webpage, Click on **Pay Bill Now**
2. Go to the Sandusky County Sanitary Engineer website at www.sanduskycountysanitaryengineers.com.
 - Click on **Pay Bill**
 - Click on the link at the bottom right of page under Pay Bill Online:
<https://www.drfrey.biz/4974/customerlogin.html>
3. Go to the Sandusky County website at www.sandusky-county.com.
 - Click on **County Department**
 - Click on **Sanitary Engineer**
 - Click on the link at the bottom right of page under Pay Bill Online:
<https://www.drfrey.biz/4974/customerlogin.html>

In order to make an online payment, you need the following three numbers: **Book**, **Account**, and **PIN**.

The **Book Number** and **Account Number** may be found on your monthly bill, and the **PIN Number** may be acquired by simply contacting the Sanitary Engineers via email (saneng@co.sandusky.oh.us) or phone (419-332-9967) during regular office hours, 7:30 a.m. to 4:30 p.m. The PIN Number is a unique number which specifically identifies your account and you will need this same number each time you make a payment.

Once you enter the Book Number, Account Number, and PIN Number:

- Click on the **Login** button and Your Account Information will be displayed and amount currently owed.
- Click the green **Pay Now** button.
- Your **Payment Amount** will be displayed. You may pay this amount or enter any amount you wish to pay. Click Debit or Credit Card to be utilized under **Payment Options** and click on the **Continue** button.
- Your **Payment Type**, **Payment Amount**, **Service Fee**, and **Total Payment** will be displayed, along with Official Payments Terms and Conditions. If everything looks correct, click the **Accept** button.
- Payer and Credit Card information will be shown. All asterisked fields are required, but many items you may find have been automatically filled. Once all the information is entered, click on the **Continue** button.
- Your payment will be confirmed with an option to print off your receipt if desired.

If you have any questions, please contact the Sanitary Engineers.