



Waste Pro has updated the free Online Account Access. You can access all the benefits of the online system including:

Go Green

Save trees with our paperless invoice notifications and payment options.

Email Notifications

Stay up to date with invoice notifications sent via email.

Account Access

Access to your account at any time to pay one or multiple invoices and set up automatic payments.

Save Time

View and pay your invoices securely with a check or credit card. Your payment will **post immediately** to your account.

Registering for Online Account Access

1. Go to www.wasteprousa.com/bill-pay.
2. At the bottom of the Online Bill Pay page, select your location from the drop down menu.
3. Choose “Click here to register”.
4. Follow the steps on the Enrollment Screen to create a username and password.
5. Once you complete this form, you will immediately receive an email from us to confirm your enrollment in our online program. Click on the link in the email to complete the enrollment process.
6. Upon clicking the link in the confirmation email, you will be connected to our sign-in screen. Enter your username and password to access your account.

Once You’ve Registered, Here Are Some Helpful Tips:

- There is no cost to sign-up for online access and you can update your account preferences at any time.
- There is no charge for payments made via your credit card or checking account using your online account.
- Your payments will post immediately to your account.

Go Paperless with Free Invoice Email Notifications

- To sign up, click on Go Paperless on your Home screen.
- Select the Email Invoice Notification, add your email address and click Save Paperless Options.
- You will received an email notification when your invoice is ready to view.

Set up Automatic Payments

- On your home screen below the account address click on the “Click here to have your invoices paid automatically!” option to set up your automatic payments.
- Choose your method of payment, fill out the required information and click Add Account.

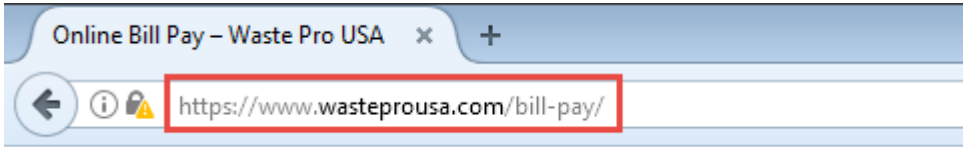
If you require assistance or have any questions regarding our online system, please contact your local office. Their phone number is located at the top of your invoice.



Waste Pro Online Help Guide

How do I register for Online Account Access?

Go to <https://www.wasteprousa.com/bill-pay/>



At the bottom of the Online Bill Pay page, select your division from the dropdown menu then click Login

SELECT YOUR LOCATION BELOW

Once you have selected a location, press *login* to continue.

100 - Orlando

Login

Where do I find my location?

Your division number is located at the top left of any Waste Pro invoice.

Choose the option "Click Here to Register".

Username:

First Time? [Click here to register.](#)

Complete the fields in the registration form and click on [Register](#) at the bottom.

Once you register, you will immediately receive a confirmation email. Please click on the link in the email to complete the registration process.

Once the registration process is complete, you can enter your Username and Password to sign in.

Username:

Password:

Password is case sensitive

Log In



Waste Pro Online Help Guide

How do I Log Out of my account?

To Log Out of your account, click on your User ID in the top right corner and select Log Out.

Account: [061803 - Catherine Tucker](#) Location: [0001 - Catherine Tucker](#) User: [wpregional](#)



How do I View my invoice?

If you do not receive a paper invoice in the mail, but still would like to view your invoice, you can select View from the Actions area of the Billing History screen to download a pdf copy of your invoice.

[Welcome](#)

[Service Calendar](#)

[Billing History](#)

Manage Pay Accounts

Pay Selected

Email Selected

Account Status: **Active**
Current Account Balance: **\$517.15**
Past Due: **\$517.15**

<input type="checkbox"/>	Type	Ref # Chk	Date	Due	Amount	Balance	Actions
<input type="checkbox"/>	Invoice	0000011302	3/31/2015	3/31/2015	\$444.07	\$444.07	Pay View Email

How do I Pay a Specific Invoice?

If you would like to pay a specific invoice, you can select Pay from the Actions area next to the invoice you would like to pay in the Billing History screen.

[Welcome](#)

[Service Calendar](#)

[Billing History](#)

Manage Pay Accounts

Pay Selected

Email Selected

Account Status: **Active**
Current Account Balance: **\$517.15**
Past Due: **\$517.15**

<input type="checkbox"/>	Type	Ref # Chk	Date	Due	Amount	Balance	Actions
<input type="checkbox"/>	Invoice	0000011302	3/31/2015	3/31/2015	\$444.07	\$444.07	Pay View Email