

PSN ACCOUNT & AUTO-PAY

HOW TO SET IT UP

IMPORTANT

You will need to have your **Town of Darrington utilities account number** when making payments and/or setting up an auto-pay account. Your account number is located at the top of, and on the bottom portion, of your bill.
(see pic below)

Enter all the numbers but not the decimal point.

TOWN OF DARRINGTON
P.O. Box 397
1005 Cascade St.
Darrington, WA 98241
360-436-1131
Office Hours:
M-T 9am-5pm Fri 9am-4pm
PLEASE SEE REVERSE IF PAYING WITH CREDIT CARD

ACCOUNT NUMBER: [REDACTED] CUSTOMER NAME: [REDACTED]

SERVICE LOCATION: [REDACTED] BILLING DATE: [REDACTED]

TENANT NAME: [REDACTED]

SERVICE PERIOD: [REDACTED] DUE DATE: [REDACTED] TOTAL DUE: [REDACTED]

SERVICE	METER	PREVIOUS DATE	PREVIOUS READING	CURRENT DATE	CURRENT READING	CONS	READ TYPE	DESCRIPTION	AMOUNT

PLEASE DETACH BOTTOM PORTION AND RETURN

TOWN OF DARRINGTON
P.O. Box 397
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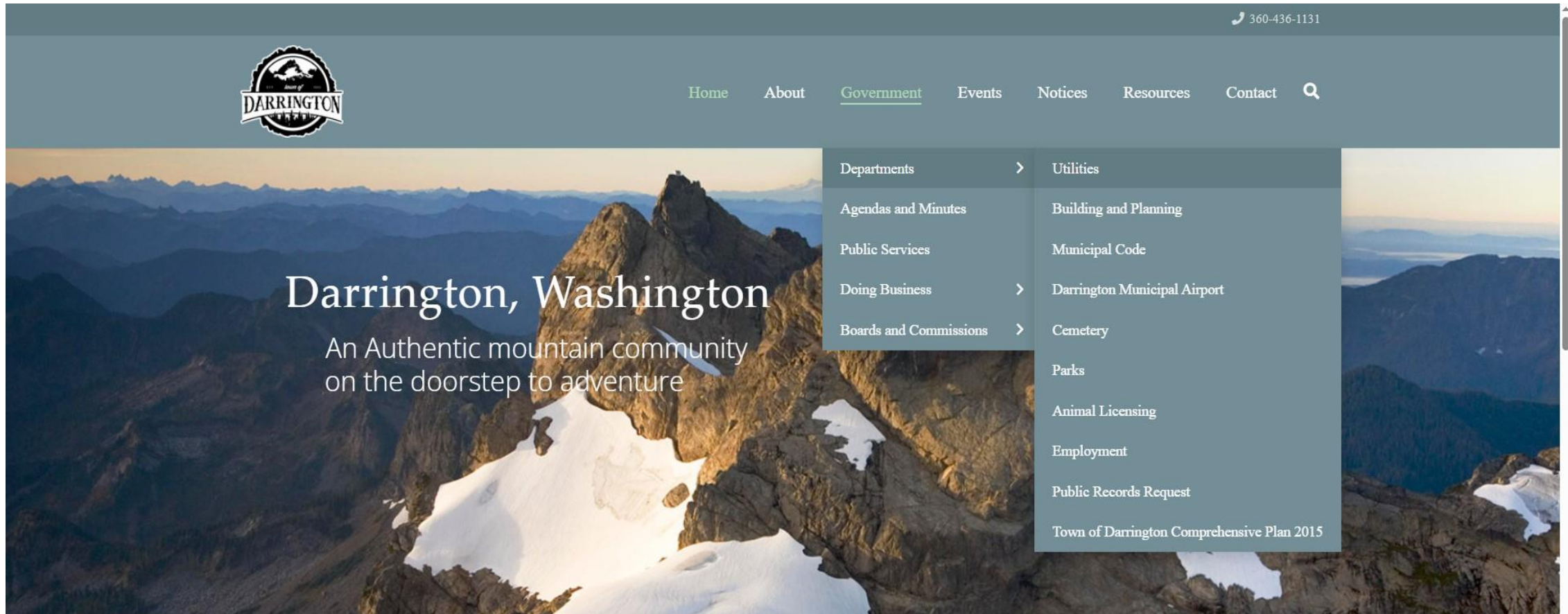
DUE DATE: [REDACTED] TOTAL DUE: [REDACTED]

SERVICE LOCATION: [REDACTED]

ACCOUNT NUMBER: [REDACTED] AMOUNT ENCLOSED: [REDACTED]

\$ [REDACTED]
Make Check Payable To

- Start on the Town of Darrington website townofdarrington.com
- Hover over the “Government” tab, then the “Department” tab, then click “Utilities”.



About Darrington

Destination Darrington

Notices

Departments

- **IMPORTANT NOTE: Please be aware that it may take 3-5 business days for your payment to post.**
- Click on the yellow “ Pay Your Bill Online”.

The screenshot shows the Town of Darrington website. The top navigation bar includes links for Home, About, Government, Events, Notices, Resources, and Contact. The main content area is titled "Utilities" and contains several paragraphs of text. A yellow button labeled "PAY YOUR BILL ONLINE" is circled in green. To the right of the main content, there is a weather widget for Darrington showing a current temperature of 46°F and a forecast for the week. Below the weather widget, there is a section for "Town of Darrington Utility Service Application" with a "DOWNLOAD" button. At the bottom left, there is a "Translate" button.

Utilities

Flowing deep below the ground runs an aquifer that stems from Glacier Peak. This is where the Town of Darrington gets the clean, fresh water that we are known for. Our water is exceptional in taste and clarity and is not treated with chemicals. The Darrington Utilities Department must follow strict rules and standards that are regulated by the Department of Health to keep your water safe and clean. We test our wells on a monthly basis to ensure that the water you are receiving meets or exceeds those rules and standards. The quality of water that comes from the wells that hold our water is of utmost importance to the Town of Darrington Utilities staff and we strive to make certain our community has safe and clean water now, and for years to come.

The Town of Darrington Utilities Department currently serves approximately 600 accounts. We provide water and garbage service within town limits and bills bi-monthly for those services.

The balance is due 20 days after the issue date. Accounts are considered delinquent if the payment is not received by the Due Date shown on the bill. In the event that an account should become delinquent, a *Delinquent/Termination Notice* will be issued. A penalty of \$10.00 will be assessed against all delinquencies.

Please consider this the final notice that your utility services will be

ONLINE BILL PAYMENTS

Credit/Debit Fees will apply

May take up to 3-5 business days to post.

Please use "Town of Darrington" as the business you wish to pay

PAY YOUR BILL ONLINE

Town of Darrington Utility Service Application.

Click the button below to download the application.

DOWNLOAD

Voluntary Water Shut-off/Restoration Waiver and

DARRINGTON WEATHER

46°F
overcast clouds

Tue	Wed	Thu	Fri	Sat	Sun	Mon
46°F 39°F	45°F 37°F	45°F 41°F	48°F 43°F	46°F 43°F	46°F 39°F	46°F 41°F

Translate »

- Enter the Business Name, City & State as shown in the picture below.
- Click “Search”



Welcome to our secure payment portal.

Search for the Business You Want to Pay

*Required response**

Business Name:*

Business City:*

Business State:*

-- OR --

Business ID:*

CANCEL

SEARCH

HELP: if you can't find the business you want to pay

- Make sure you used the proper business name
- Try using fewer words in the business name
- Make sure the business uses PSN for payment processing
- More help
 - Email: [Customer Support](#)
 - Phone: 1-866-917-7368



At the bottom of the screen, you will have the option to make a payment without saving your information.

To set-up Auto-Pay, you will need to select “Register (your info is saved)”.

The screenshot shows the PSN payment portal search interface. At the top left is the PSN logo with the tagline "an Invoice Cloud Service". Below the logo is the text "Welcome to our secure payment portal." The main heading is "Search for the Business You Want to Pay". There are three input fields: "Business Name:" with the value "Town of Darrington", "Business City:" with the value "Darrington", and "Business State:" with a dropdown menu showing "WA". Below these fields is a "-- OR --" separator and a "Business ID:" input field. At the bottom of the search section are two buttons: "CANCEL" and "SEARCH". To the right of the search fields is a "HELP:" section with the text "if you can't find the business you want to pay" and a list of instructions: "Make sure you used the proper business name", "Try using fewer words in the business name", "Make sure the business uses PSN for payment processing", and "More help" with sub-points for "Email: Customer Support" and "Phone: 1-866-917-7368". Below the search section is a table with the following data:

Business Name	Address	City	State	Options
Town of Darrington (Utility)	1005 WA Cascade St	Darrington	WA	Register (your info is saved) Make a Payment (your info is not saved)

-- OR --

Business ID:*

CANCEL

SEARCH

Business Name	Address	City	State	Options
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Town of Darrington (Utility)	1005 WA Cascade St	Darrington	WA	Register (your info is saved) Make a Payment (your info is not saved)
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- Enter all information and click “Save/Continue”.
- **IMPORTANT NOTE: You cannot opt out of paper bills.**

Town of Darrington WA (Utility)

What can you do here

- Pay by checking/ savings/ credit card
 - Checking/Savings include a \$1.10 fee.
 - Credit/Debit include a 3.0% fee. An additional fee of 50¢ is applied for payments below \$100.
- **Set up Auto-Pay**
- View payment history
- Print receipts
- Change your payment settings

Register to Make Future Payments Quickly

*Required response**

First Name*	Last Name*	
<input type="text"/>	<input type="text"/>	
Name to Use on Payment Receipt*		
<input type="text"/>		
Address*		
<input type="text"/>		
Address 2		
<input type="text"/>		
City*	State*	ZIP Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		
<input type="text"/>		
Login (your email address)*		
<input type="text"/>		
Confirm Email Address*		
<input type="text"/>		
Password (Password should be between 7 and 20 alphanumeric characters.)*		
<input type="text"/>		
Verify password*		
<input type="text"/>		
Secret Question*		
<input type="text"/>		
Your Answer*		
<input type="text"/>		
Phone Number: If you will be using our automated phone payment system, enter the phone number you will use most frequently to make a payment.		
<input type="text"/>		

By selecting Save, you agree to our [Terms & Conditions](#).

CANCEL

SAVE/CONTINUE

- Select “Manage Auto-Pay”.

Messages Log Out

PAYMENTS | SETTINGS | SUPPORT

Payment Options

MAKE ONE-TIME PAYMENT **MANAGE AUTO-PAY**

It's easy to combine multiple billing accounts

PAY MULTIPLE BILLS

- Active Auto-Pays
- Recent Payments
- Payment Methods

PSN
AN INVOICE COLLECTION SERVICE

Authorized payment portal for Town of Darrington WA (Utility)

ABOUT PSN PRIVACY PRIVACY CHOICES SECURITY SUPPORT

Inv

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- Select “Manage Auto-Pay”, then choose “Add Auto-Pay”.

The screenshot shows the PSN website interface. At the top right, there are links for 'Messages' and 'Log Out'. Below these are navigation menus for 'PAYMENTS', 'SETTINGS', and 'SUPPORT'. The main content area is titled 'Payment Options' and features two buttons: 'MAKE ONE-TIME PAYMENT' and 'MANAGE AUTO-PAY'. The 'MANAGE AUTO-PAY' button is circled in green. Below the buttons, there is a sub-header 'It's easy to combine multiple billing accounts' and a link 'PAY MULTIPLE BILLS'. To the right, a white box contains a list of links: 'Active Auto-Pays', 'Recent Payments', and 'Payment Methods'. At the bottom, the PSN logo is displayed with the text 'Authorized payment portal for Town of Darrington VA (Utility)'. A footer contains links for 'ABOUT PSN', 'PRIVACY', 'PRIVACY CHOICES', 'SECURITY', and 'SUPPORT', along with a copyright notice: '© Copyright 2025-12-224, Payment Service Network Inc.'

The screenshot shows the PSN website interface for the 'Auto-Pays' section. At the top right, there are links for 'Messages' and 'Log Out'. Below these are navigation menus for 'PAYMENTS', 'SETTINGS', and 'SUPPORT'. The main content area is titled 'Auto-Pays' and includes the sub-header 'Set up automatic recurring payments'. Below this is the section 'Active Auto-Pay Items' with the text 'No results to display' and a blue button labeled 'ADD AUTO-PAY' circled in green. To the right, a white box titled 'Frequently Asked Questions' contains two questions: 'What does Full Balance in the Amount column mean?' and 'How do I stop my Auto-Pays?'. At the bottom, the PSN logo is displayed with the text 'Authorized payment portal for Town of Darrington VA (Utility)'. A footer contains links for 'ABOUT PSN', 'PRIVACY', 'PRIVACY CHOICES', 'SECURITY', and 'SUPPORT', along with a copyright notice: '© Copyright 2025-12-224, Payment Service Network Inc.'

- Choose the “Account Type” from the dropdown list and enter required information.
- Select the Payment Date from the dropdown, and enter the “Start Date”. **It will display when the next auto-payment will occur, so confirm that date is correct.**
- **IMPORTANT NOTE: There is a 3.00% fee if using a credit/debit card. If you use a checking/savings account the fee is \$1.10.**
- Click “Continue” and complete the transaction.

Customer Name: [Redacted]

New Payment Methods

Accepted forms of payment:

Account Nickname:

Account Type*:

Billing Name*:

Routing Number*:

Account Number*:

Confirm Account Number*:

Routing Number: Account Number
 <0000001464 00000521* 1000

Note: A \$35.00 Fee may be applied to dishonored transactions.

Billing Information

Do not set up Auto-Pay to run less than 3 days prior to the actual bill due date, the most current balance may not be available.

Payment Date*:

Start Date*:

End Date:

Your next payment will occur on: 12/8/2025

Auto-Pays will run until manually cancelled unless End Date is specified.

payment:

Account Nickname:

Account Type*:

Billing Name*:

Credit Card Number*:

Expiration Date*:

Zip Code*:

Billing Information

Do not set up Auto-Pay to run less than 3 days prior to the actual bill due date, the most current balance may not be available.

Payment Date*:

Start Date*:

End Date:

Your next payment will occur on:

Auto-Pays will run until manually cancelled unless End Date is specified.

Payment Details

Email:

Description*:

Payment: * \$

Payments include a fee of 3.00%.
 An additional fee of \$0.50 will be applied to payments below \$100.

Total Charge: \$0.00

- You can choose to combine multiple accounts so that you can pay more than one bill, but each account must be set-up in the PSN system separately. You will choose the primary account and then attach the additional account to the primary.
- Log in to the primary account, go to Combine Accounts and click “Add Another Account”.
- Select “Add Account from Town of Darrington WA (Utility)” and click “Next”.

Messages Log Out

PAYMENTS | SETTINGS | SUPPORT

Combine Accounts

Account Name	Account Address	Account Number	Added	Status
Town of Darrington WA (Utility)	St. Darrington WA			Active Primary

ADD ANOTHER ACCOUNT

PAYMENTS | SETTINGS | SUPPORT

Combine Accounts

Select an Option | Locate New Company | Locate Customer Acc... | Confirm Details

Select an option

Add account from Town of Darrington WA (Utility)
 Add new Company

Cancel Next

- Enter the first and last name on the account you want to add and then click “Search”.
- If there is a valid account in that name, it will pop-up under the search button.

Personal Info

Contact Preferences

Login Info

Combine Accounts

Combine Accounts

Combine Accounts

Select an Option > Locate New Company > **Locate Customer Acc...** > Confirm Details

DUPLICATE SELECTED ACCOUNT

Please locate your account to register

Required response*

First Name:*

Last Name:*

--- OR ---

Business Name:*

SEARCH

Cancel Previous Next

Required response*

First Name:*

Last Name:*

--- OR ---

Business Name:*

SEARCH

Account Number	Customer Name	Address	City	State
<input type="checkbox"/>	[Redacted]	[Redacted] Montague Ave	Darrington	WA

Cancel Previous

- Check the box next to the account you want and then click “Next”.
- Fill in the additional information and click “Finish”.

Please locate your account to register

*Required response**

First Name:*

Last Name:*

--- OR ---

Business Name:*

SEARCH

Account Number	Customer Name	Address	City	State	Zip
<input checked="" type="checkbox"/>		Montague Ave	Darrington	WA	98241

Cancel Previous Next

Combine Accounts

Select an Option > Locate New Company > Locate Customer Acc... > Confirm Details

Please confirm details below

Add this customer to your account

*Required response**

Name: [Redacted]

Address: [Redacted] Montague Ave
Darrington WA 98241

Email Address:*

Confirm Email Address:*

Password:*

Payment Method:
(Last 4 digits)*

--- OR ---

Secret Question: What is your mother's maiden name?

Your Answer:*

This account is part of an existing group account. This will add all the accounts listed below:

Account Name	Account Address	Account Number	Added	Status
Town of Darrington WA (Utility)	[Redacted] Montague Ave Darrington WA			Active Primary

Cancel Previous Finish