## Process to CHECK utility bill Online

Visit: www.aspower.com CHECK YOUR Click on: **BILL HERE** A new page will open with screen as shown below: - for new users click on "Sign Up" -for existing users enter correct username & password, click on "Sign In" Sign In Forgot Password or Username

To successfully sign-up to check your bill, you need to have the following information entered correctly during the application process:

- Exact Base Account number on the bill
- -<u>Exact Name</u> on the bill (*First Name Last Name*) (case sensitive)
- Last 4 digits of social security on the bill
  - Phone number on the bill

# American Samoa Power Authority

Online Check & View Utility
Bill Process

Experiencing
a problem or
need help?
Contact
ASPA
Customer
Service

\* Securing our customers' account information is one of ASPA's top priority. Customers may be asked to visit our Customer Service office to verify account information when it is needed. Fa'afetai.

# Process to PAY utility bill Online

Visit: www.aspower.com

Click on:

CLICK HERE TO PAY YOUR BILL ONLINE

#### **OR**

For customers who already have a sign-in to view their bill, sign-in to your account and click "Pay your bill."

You will be directed to the below screen.

- Enter <u>correct account number</u> inside indicated box.
- Enter <u>correct name on the account</u> as indicated with <u>First Name first, followed by the Last Name</u>
  - Click on "Pay Now" button

    Please enter Account Number

Customer Account Name

Pay Now

## Two available Options:

- 1. Pay with my PayPal Account
- 2. Pay with a debit or credit card

## If you choose 2<sup>nd</sup> Option:

- Make sure you enter all required fields correctly, this includes billing address for the card. In addition, make sure the card is in a good state (sufficient funds available, ect.)
  - "AS" for American Samoa can be found under City/State.
- When making payments for multiple accounts under a same name, be sure to click on the "Return to American Samoa Power Authority" link after making payment for the first account. This will return customer back to the window above to enter customer's Account Number and Customer Account Name to post payment for the second account. Always make sure the account number entered is correct/valid.