

How to add and pay multiple accounts under one doxo account

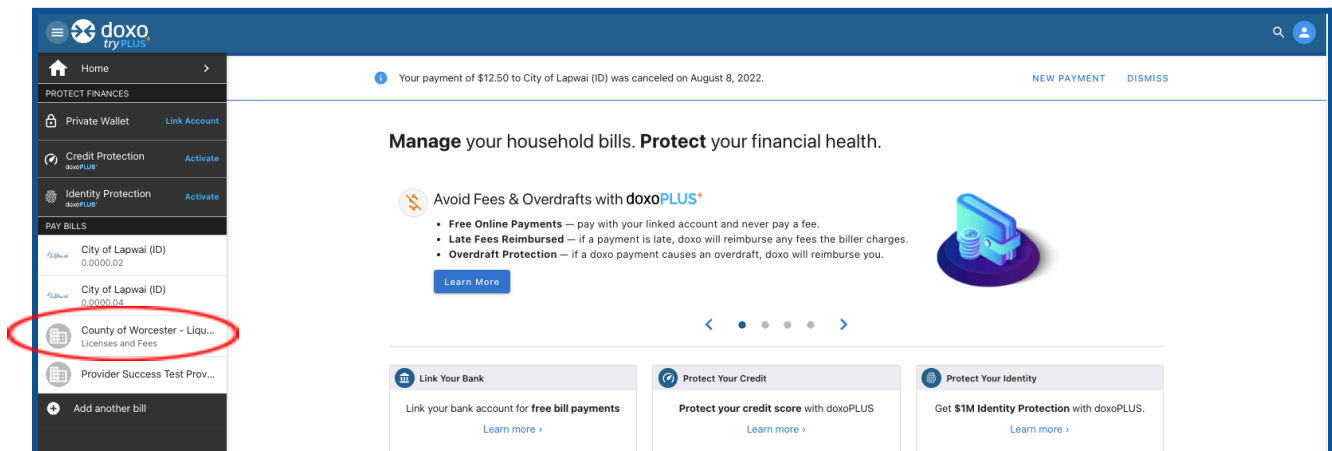
→ Visit www.doxo.com



- ◆ Sign up and create a doxo account if you don't already have one
- ◆ Log in to your doxo account if you already have one

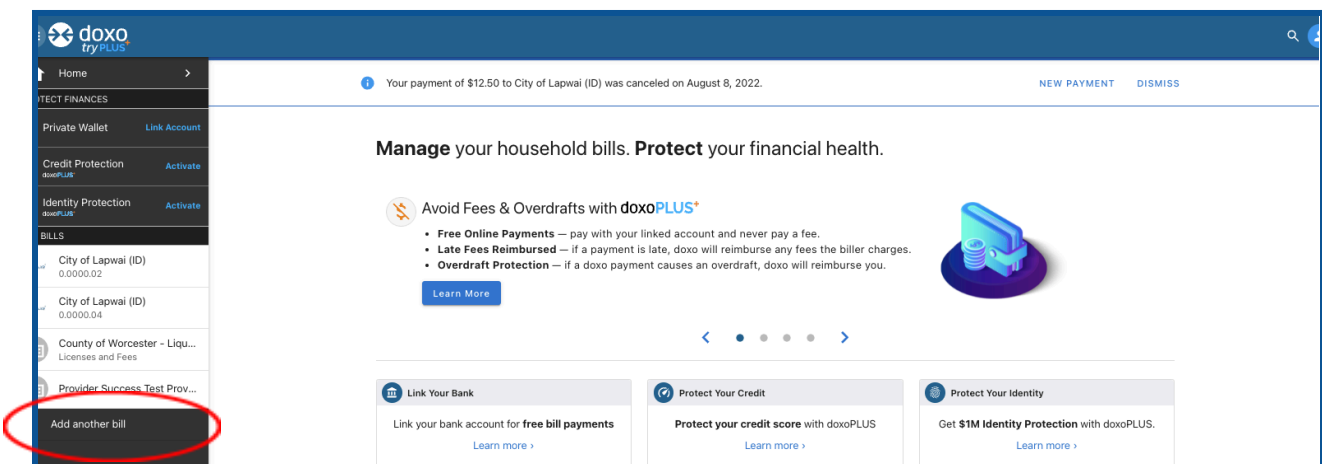
→ Go to your [account home page](#)

- ◆ If you've already paid the account on doxo, you'll see that account under the "PAY BILLS" section on the left hand side of the screen

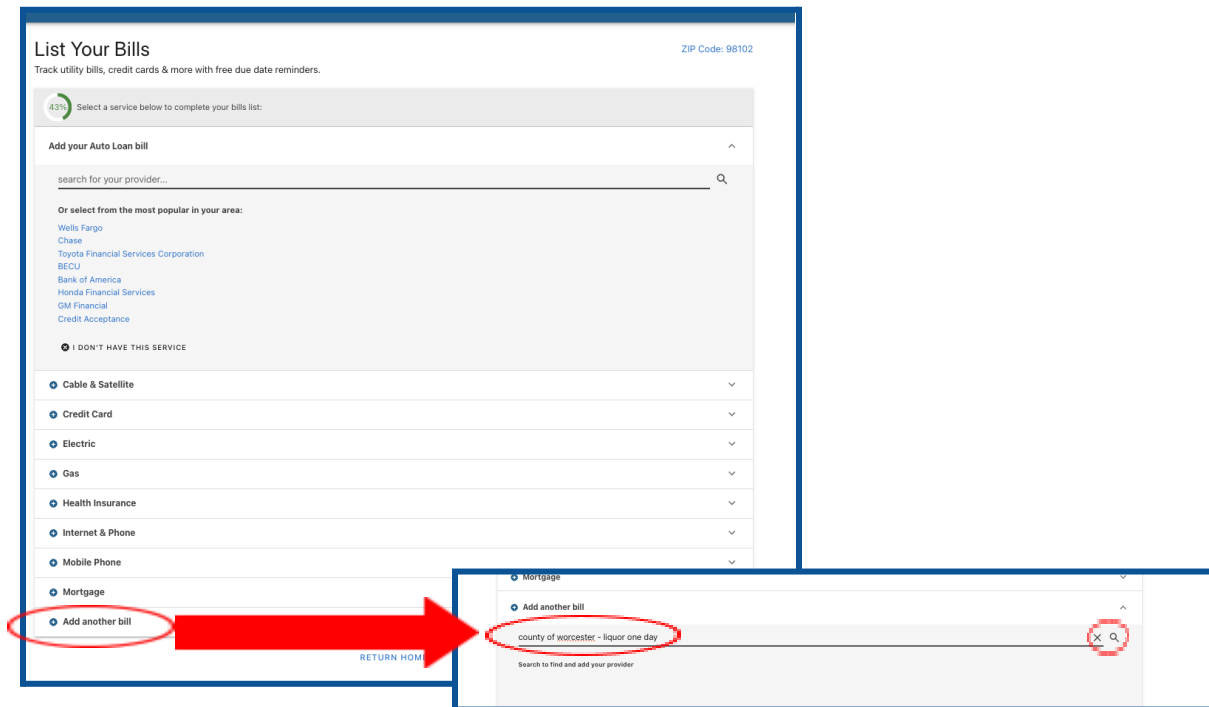


- ◆ If you have not already paid to an account on doxo, no accounts will show up yet under the "PAY BILLS" section

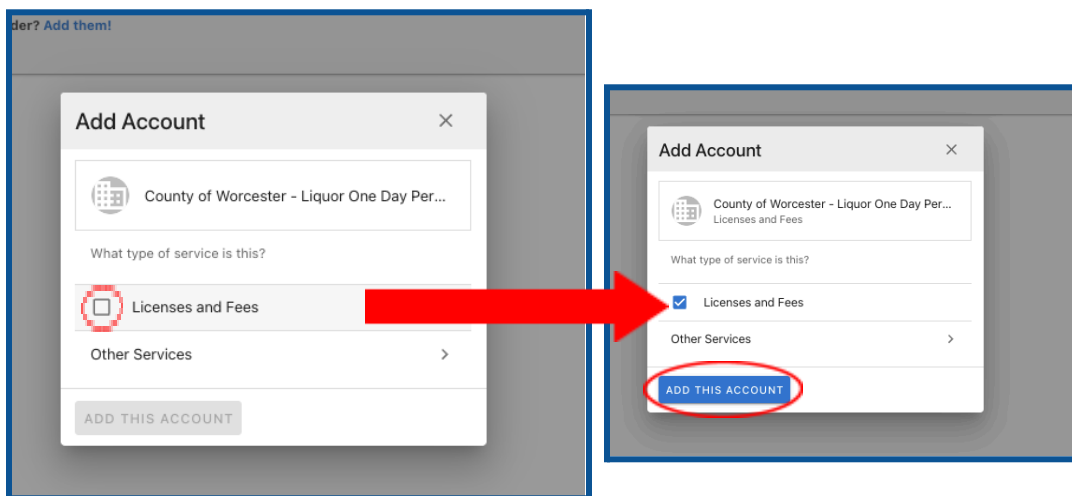
→ To add another account to your doxo account (either your first account or additional ones), you'll select "Add another bill" on the left hand side



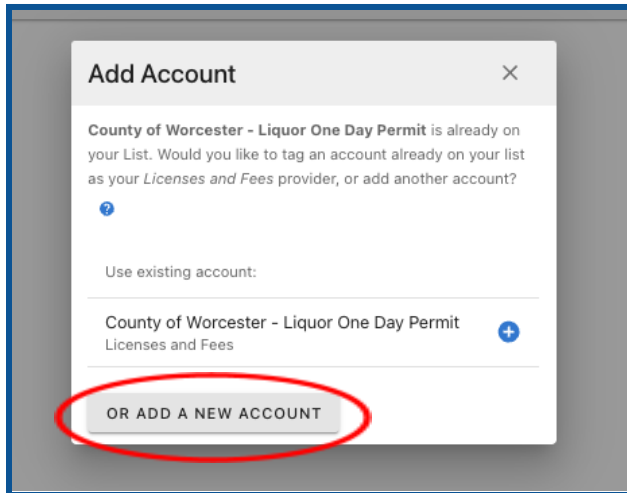
→ A “List Your Bills” page will appear, at the bottom of the list select the option to “Add another bill” - type in the biller’s name you wish to add and click the magnifying glass to search. Select the correct biller



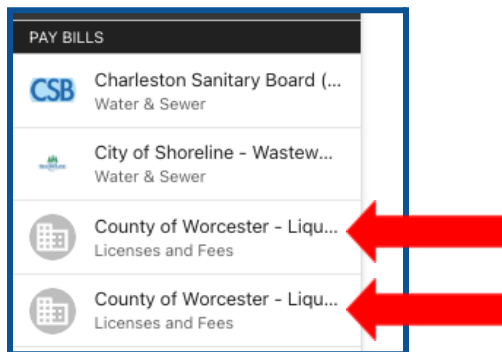
→ An “Add Account” popup will appear, check the box next to “Licenses and Fees” then select “ADD THIS ACCOUNT”



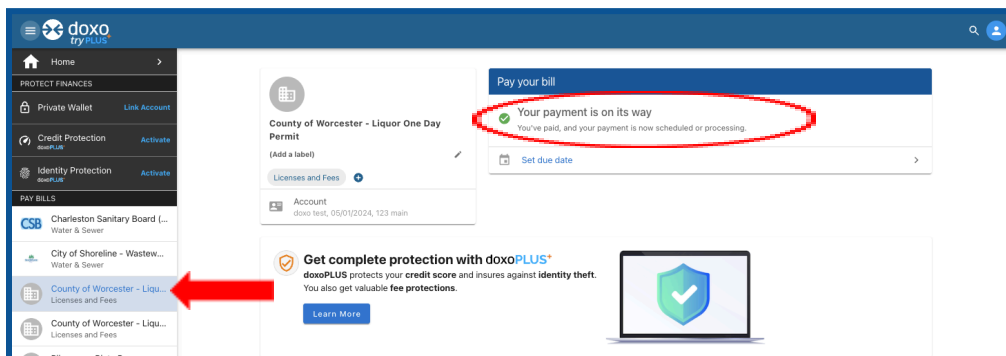
→ If you already have an account with Worcester on doxo, the next page will ask if you want to use this existing account or add a new account - select “OR ADD A NEW ACCOUNT”



→ All of the accounts you've added will now show up on the left side of the screen under “PAY BILLS”

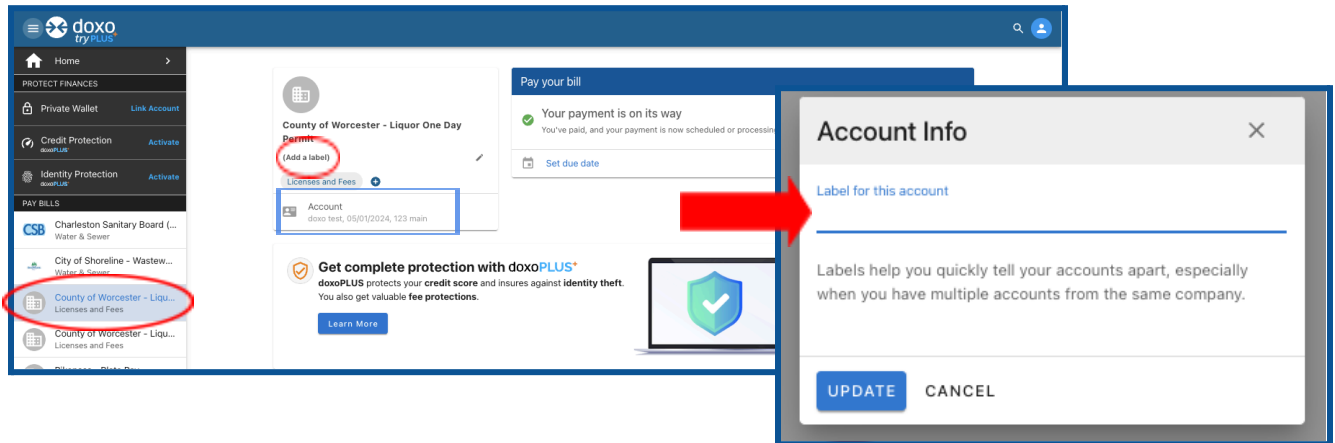


→ If you've already submitted a payment on one of the accounts, you'll notice when you're on that account, it says “Your payment is on its way”



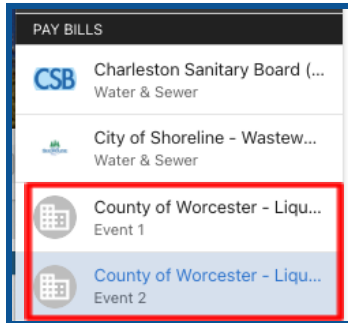
→ To keep multiple accounts organized, you can add a label to each individual account by selecting one of the accounts on the left side of your doxo account home page under “PAY BILLS” then select “(Add a label)”, add your label and select “UPDATE”

◆ You can tell the accounts apart by the details under “Account”



→ Repeat this process for all accounts you'd like to add to your doxo account

→ Now all your accounts will appear with their label under “PAY BILLS” on the left side



→ Once you've added another account, you can submit a payment to that account even while a payment is processing to a different account

