

# MySecurityAccount User Documentation Online Bill Pay

#### Access for a specified user

You must first contact the accounting office to receive access at 1-800-706-5504 ext. 8190 or email the request to ESSTickets@rrms.com.

## Logging into MySecurity Account

You can go to <a href="http://www.esssecurity.net">http://www.esssecurity.net</a> and click the My Eastern link or log onto <a href="https://mysecurityaccount.com">https://mysecurityaccount.com</a>, a session will start by logging in. Enter your **username** (entire account number with no dashes or spaces) and your password (contact passcode on the account). Click **Login**.



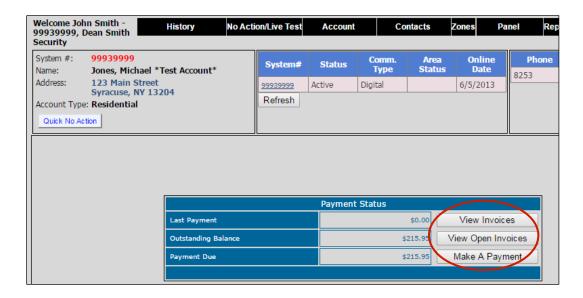
We highly recommend using the latest version of Mozilla Firefox and Chrome. If using Internet Explorer 11, the website will need to be added into the Compatibility View list. To do this, click on the Tools menu – Compatibility View Settings and enter website into the Add this website field if not already entered and click Add. Once on the list, click Close.

## Billing

From the Account menu, hover over the **Account** drop-down menu and click **Billing**.

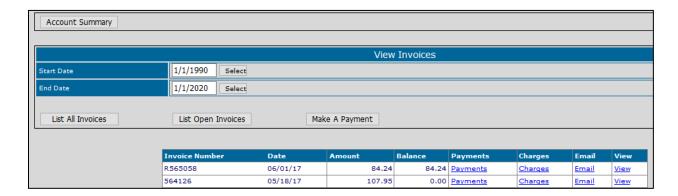


At the bottom of the screen, you will be prompted with the following options: **View Invoices**, **View Open Invoices** or **Make A Payment**.



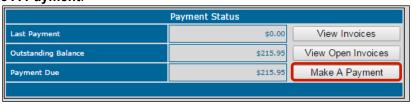
# View Invoices / View Open Invoices

You will be able to view all invoices. Each invoice will allow you to view charges, email the invoice and download to view the invoice(s).



#### Make a Payment

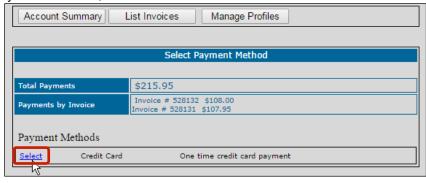
1. Click Make A Payment.



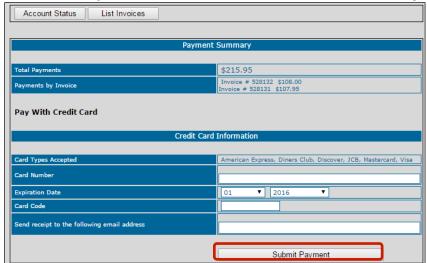
2. Select Invoices to pay and click Continue.



3. Under Payment methods, click the Select link.



4. Verify the amount, enter your credit card information and then click **Submit Payment**.



<u>Note</u>: If assistance is required logging in or need technical support, please contact the main office at 888-932-3822 x 8191.