






**Make a payment:** [Account Information: One Time Payment: City of Houston Benefit Payments \(paymentus.com\)](#)

1. In the **Account Information** page, from the **Payment Type** list, select a payment type.
2. Enter your **Account Number (Employee ID)**, your **ZIP Code**, and your **Email (Personal email is preferred)**.
3. Select **Continue**.

 **Enter Account Information**


**Payment Type**

 Payment On Account

 Bill Payment

**Account Number**

**ZIP Code**

**Email** 

**Re-Enter email**

**Note:** If you are a current employee, select **Active Employee Benefits Payment**. If you are a Retiree, select **Retiree Benefits Payment**.

**Here's an example:**

The image displays two side-by-side screenshots of a web form titled "Enter Account Information".


**Left Screenshot:** Shows the "Payment Type" dropdown menu open. The selected option is "Active Employee Benefits Payment". Other visible options include "CMC Donations", "Retiree Benefits Payments", "Miscellaneous Payments", and "Subpoenas Charges".

**Right Screenshot:** Shows the form with "Active Employee Benefits Payment" selected. Below the dropdown, there is a text input field for "Employee ID" containing the value "123456". A checkbox labeled "Remember me on this device" is checked. A blue "Continue" button is visible at the bottom.


**4.** On the **Enter Payment Information** page, ensure that the **First Name**, **Last Name**, and **Email** are populated.

**IMPORTANT:** Click **Now** to ensure payment is made on time.

**Here's an example:**

 **Enter Payment Information**

All fields are required unless labeled as optional.


<b>First Name</b>	<input type="text" value="Employee First Name"/>	<b>Middle Name</b>	<input type="text"/>
		Optional	
<b>Last Name</b>	<input type="text" value="Employee Last Name"/>	<b>ZIP Code</b>	<input type="text" value="77002"/>
<b>Email</b> 	<input type="text" value="123456@gmail.com"/>	<b>Re-Enter email</b>	<input type="text" value="123456@gmail.com"/>

**Pay this Amount \$**

**Memo:**

**Benefit Payment:**

**Payment Date**  **Now**

**Payment Method**   \*\*\*\*\*


- Basic Life Insurance
- Dental: DHMO Plan
- Dental: PPO Plan
- Medical: Consumer Driven Health Plan
- Medical: Limited Plan
- Vision Plan
- Medical: Open Access
- Voluntary Life Insurance

5. Once the payment method is set, select **Continue**.

Pay this Amount \$


Memo:


Benefit Payment:

Payment Date 




Now  Later

Payment Method





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**6.** On the **Confirm Payment** page, ensure that all the information on the page is accurate. To change any information, select **Back** and edit the information, as required.

**7. (Optional)** Save the payment method for future use by selecting the checkbox next to **Use this payment method for future payments**.

**8.** Agree to the **Payment Authorization Terms** by selecting the checkbox next to it.


**9.** Select **Pay**. The **Payment Receipt** page displays confirming that the payment was successful.

The screenshot shows a 'Confirm Payment' interface. At the top left is a card icon and the title 'Confirm Payment'. Below this are several rows of payment information: 'Payment Method' with a Discover DIBIT logo and card number ending in 0012; 'Payment Date' set to 'Now (04/02/2024)'; 'Memo:' with the text 'April 2024 Benefit Payment'; and 'Benefit Payment:' with the text 'Medical: Limited Plan'. A large grey box displays 'Payment Amount' as '\$37.50'. Below this, there is a link to 'Click to read the Payment Authorization Terms', a checked checkbox for 'I authorize payment and agree to the Payment Authorization Terms', and the instruction 'Click the PAY button to complete your payment.' At the bottom, there are two buttons: a grey '< Back' button and a blue 'Pay \$37.50' button, which is circled in red.

From the **Payment Receipt** page, you can:

- Continue to make another payment by selecting **Make another Payment**.
- Print the page by selecting **Print**.
- Return to the Home page by selecting **Back to home**.

**ACTION NEEDED:** Please send the payment confirmation email to [lwop@houstontx.gov](mailto:lwop@houstontx.gov)



### Payment Receipt

Your payment has been accepted

Confirmation #	3790080
Payment Type	Active Employee Benefits Payment
Account #	114901
Memo:	April 2024 Benefit Payment
Benefit Payment:	Medical: Limited Plan
Status	ACCEPTED
Payment Date	Apr 2, 2024 – 1:32:05 PM
Payment Method	Discover (Debit) *****0012
Payment Amount	\$37.50

[Print](#) [Make Another Payment](#) [Back to home](#)