



Alchem-eTM
Pay

Sign Up Steps



racamiTM

Alchem-e Pay will allow you to view, manage, and pay your bills. Below are the steps to create an account as a citizen on the site.

| **01.** Click the orange **Sign Up** button.



Login to Alchem-e™ Pay

Don't have an account? [Sign up](#)

Sign in

[Forgot Password?](#)

[Contact Us](#)



Easy to use drag and drop interface for developing process automation within your operation.

[Learn More](#)

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The **Sign Up** page will appear.



Sign up to Alchem-e™ Pay

Already have an account? [Sign in](#)

First Name

Last Name

First Name

Last Name

Account Number

Account Number

Email Address

Confirm Email Address

Email Address

Confirm Email Address

Password

Confirm Password

Password

Confirm Password

Register



Easy to use drag and drop interface for developing process automation within your operation.

[Learn More](#)

| 02. Fill in the following:

- First Name
- Last Name
- Account Number

NOTE: Your account number will be located on your statement. Below is an example of where the account number can be found.

 **Town of Rural Retreat**
307 S. Main Street
P.O. Box 130
Rural Retreat, VA 24368

Office Hours: 8:00 A.M. - 4:00 P.M.
Monday - Friday
Phone Number: (276) 688-4221
Emergency After Hours: (276) 333-6601

- Due by the 15th
- Failure to pay delinquent accounts by the due date will result in suspension of service and an additional assessment fee of \$25.00 for water.
- A \$25.00 processing fee will be charged for all returned checks.
- A 10% penalty will be added for late payment on water and sewage charges.

NOTICE
This office will be closed
10/8 for Election Day and Friday, 10/11
for Halloween Day.

NO account notice will be sent. A assessment fee will be charged before service can be restored. Failure to receive bill shall not be considered an excuse for management nor permits an extension of the date when the account shall be considered delinquent.

Account Number
010-0001000-2

Bill Date	Due Date	Service Dates
10/15/2022	11/15/2022	09/01/2022 - 10/30/2022

Total Due 40.00 **After Due Date** 44.00 **Service Address** 7562 WEST LEE HIGHWAY

Code	Date Read	Current Reading	Previous Reading	Usage	Charge
WATER	09/01/2022	2		2	40.00

Previous Balance 0.00 **Current Charges** 40.00 **TOTAL DUE** 40.00

Please return this portion with payment
Do not staple or paper clip

Account Number	Due Date	Previous Balance	Current Charges	TOTAL DUE
010-0001000-2	11/15/2022	0.00	40.00	40.00

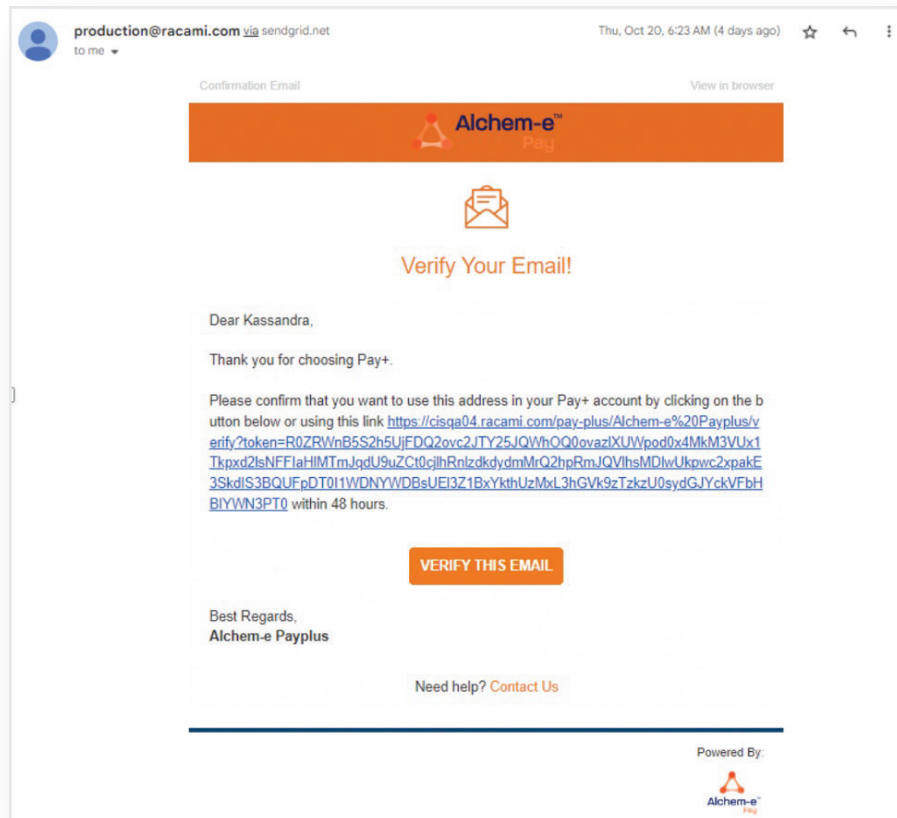
 **Town of Rural Retreat**
307 S. Main Street
P.O. Box 130
Rural Retreat, VA 24368

Town of Rural Retreat
P.O. Box 130
Rural Retreat, VA 24368
54555-5555-5555-5555-5555-5555

- Email Address
- Confirm Email Address
- Password
- Confirm Password

| **03.** Click the orange **Register** button.

A confirmation email from production@racami.com will be sent to you.



| **04.** Click the orange **Verify This Email** button.

Once your email is verified you will be taken back to Summary page.