

## **PREPAID FEE PAYMENT OPTIONS**

### **Recycling Roll Cart Upgrades - one-time \$15 prepaid fee**

The following are prepaid fee payment options for recycling roll cart upgrade requests **(please use generic account number 7095731 for all payments)**:

#### **Online**

1. Visit [www.dekalbsanitation.com](http://www.dekalbsanitation.com)
2. Click the **Make an Online Payment** option on the Welcome page
3. Enter customer number **7095731**; click log in
4. Click the **Make a Payment** option
5. Click the **Proceed with Payment** option
6. Click the **Sanitation Bill** option
7. Enter customer number **7095731**
8. Enter **Recycle** in the **Last Name** field
9. Enter **30032** in the **Zip Code** field
10. Enter the **Captcha code** automatically provided; click continue
11. The account may indicate a credit balance; please disregard
12. Enter the appropriate payment amount in the **Payment Amount** field; click continue
13. Follow the remaining prompts to complete payment. At the end of the transaction, a confirmation number will be provided, and will be required for completing the roll cart upgrade request.  
A \$4 nonrefundable third-party processing fee will be added to online payments.

#### **Telephone automated system**

1. Call 1-866-227-8924
2. Select option 2
3. Select the **Pay Commercial Sanitation Bill** option
4. Enter account number **7095731** when prompted for a customer number. The account may indicate a credit balance; please disregard.
5. Enter the appropriate payment amount and follow the remaining prompts to complete payment. At the end of the transaction, a confirmation number will be provided, and will be required for completing the roll cart request. A \$4 nonrefundable third-party processing fee will be added to telephone payments.

#### **Mail**

Please make checks payable to the DeKalb County Sanitation Division and mail to 3720 Leroy Scott Drive, Decatur, GA 30032. **Please reference the service address and "recycling roll cart upgrade" in the memo section of your check.**

#### **In person**

Please visit the Sanitation Division's administrative office at 3720 Leroy Scott Drive, Decatur, GA 30032. Payments via check, cash and debit or credit cards are accepted.

**Roll cart delivery time line** - Once payment has been made and confirmed, residents should allow up to 10 business days for roll cart delivery.