

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
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 15 business days for roll cart delivery.