

How to Download Your OPWC Loan Invoice

1. Visit www.pwc.ohio.gov/Loans to be taken to the invoicing information page, which takes you to the website below. Review the instructions carefully, then click on the blue button at the bottom of the page.

The screenshot shows the Ohio Public Works Commission website. At the top, there is a navigation bar with links for OPWC Public Portal, Customer WorksWise Portal, Ohio.gov, State Agencies, and Online Services, along with a search bar. Below this is the Ohio Public Works Commission logo and a main navigation menu with categories like HOME, DISTRICT, PROGRAMS, FINANCIAL, ADVISORIES, PROJECT ADMINISTRATION, RESOURCES, and WORKWISE. The main content area is titled "OPWC Loan Invoices & Online Payment Portal" and contains a sub-menu with options like "OPWC Loan Invoices", "Changes to CFO Name/Address", "New OPWC Lockbox Address", "OPWC's Company ID", and "Contact Us". The central text states that January 2022 invoices are available online and includes a red warning: "**Read instructions carefully before remitting payment to ensure proper processing.**". A list of instructions follows, including that payments should be made online via the payment portal, processed in real time, and that OPWC cannot guarantee refunds. A red button at the bottom of the content area is highlighted with a yellow circle and contains the text: "Click Here to Download Your January 2022 Invoice: Note Change of Mailing Address".

2. You will be redirected to our public portal. **This public portal does not require a username or password and allows you to download your invoice and/or remit payment electronically online.** On the middle right side, click in the "search" window and you can search by one of your loan numbers, the CFO name, or the community's name. Type in your preference and hit enter.

Ohio Public Works Commission
Public WorksWise

PLEASE NOTE – If you are looking to make an electronic payment for an outstanding invoice, please:

1. Find the invoice in this list using "Search this List" on the right side of this page.
2. Click on the Link in the "Invoice ID" column to be taken to your invoice.
3. On the right side of the page, you will have the option to download the invoice.
4. Also on the right side, you can click the "Pay Invoice" button to be redirected to our online payment portal.
5. Click the "Pay Invoice" button.
6. For changes to your invoice, changes to your CFO name/address/email or other questions please email OPWC.Loans@pwc.ohio.gov

For questions about the OPWC loan invoicing and billing process, please view: www.pwc.ohio.gov/Loans.

If you utilize the search options, not all fields can be searched. Additionally, you can use the % character to search for values that begin with, or end with, your search term (e.g. %Cleveland% for all subdivisions with Cleveland in the name)

Invoices
Unpaid Invoices

50+ Items • Sorted by Subdivision Name • Filtered by All Invoices - Status, Record Type • Updated a few seconds ago

Search this list

Invo...	Invoice #	Subdivision Code	Subdivision Name	Loan Mail To	Total Amount	Date Due	Sta...	Loan Numbers	Record Type
1	INV-185700	001-00001	Adams County	David Gifford	\$15,596.41	01/31/2022	Open	CO075, CO02P, CO14Q	Invoice
2	INV-186203	001-00001	Adams County	Shirley Palmer	\$17,796.38	01/31/2022	Open	CO030, CO05M, CO09K, CO02H	Invoice
3	INV-183197	001-00307	Adams County Regional Water District	Russell Gaffin	\$4,621.28	01/31/2022	Open	CO035, CO13M	Invoice
4	INV-185696	053-00422	Addison Township	Lisa E. Reuter	\$6,384.06	01/31/2022	Open	CO225	Invoice
5	INV-184735	093-01812	Amherst Township	Chris Kish	\$19,624.76	01/31/2022	Open	C029K, C037N, C030T, C439V, C449L, C190, C031N, C100M, C135L	Invoice
6	INV-184133	009-00009	Athens County	Jill Thompson	\$14,258.90	01/31/2022	Open	CR26V, CR17V	Invoice
7	INV-186260	019-00203	Akron Regional Water and Sewer District	Vicki Winsler	\$566.02	01/31/2022	Open	CN26N	Invoice
8	INV-186477	003-04206	Bath Township	Lisa Cogley	\$19,510.82	01/31/2022	Open	CM15M, CM02F	Invoice
9	INV-186596	123-04304	Bay Township	Bonnie Kasper	\$2,897.95	01/31/2022	Open	CE32J, CE46H	Invoice

If there is an active loan, your search feature will bring up any applicable invoices.

If you utilize the search options, not all fields can be searched. Additionally, you can use the % character to search for values that begin with, or end with, your search term (e.g. %Cleveland% for all subdivisions with Cleveland in the name)

Invoices
Unpaid Invoices

1 Item • Sorted by Subdivision Name • Filtered by All Invoices - Status, Record Type • Updated a few seconds ago

Search this list

Invo...	Invoice #	Subdivision Code	Subdivision Name	Loan Mail To	Total Amount	Date Due	Sta...	Loan Numbers	Record Type
1	INV-185763	103-00103	Medina County	Scott Miller	\$1,348.17	01/31/2022	Open	C11R, C17Q	Invoice

Loan Mail To, Record Type, and Total Amount aren't searchable. Use filters or sort to sort these fields instead.

3. Click on the blue invoice link on the left side of the page and it will take you to your invoice record.

If you utilize the search options, not all fields can be searched. Additionally, you can use the % character to search f

Invoices
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1 item • Sorted by Subdivision Name • Filtered by All invoices - Status, Record Type • Updated a few seconds ago

Invo...	Invoice #	Subdivision Code	Subdivision Name
1 INV-185763	INV-185763	103-00103	Medina County

- The right side of the page gives you the option to download your invoice as a PDF, as well as Pay Invoice online through our payment portal. At the bottom of the page, you can see the itemized list of loans on your invoice. You can click on the blue loan link to be taken to the specifics about that loan including the amortization schedule and principal paydown report, if desired.

The screenshot displays the 'Ohio Public Works Commission Public WorksWise' interface. At the top, there is a navigation menu with 'Projects', 'Grants', 'Loans', 'Invoices', 'Approved Vendors', and 'Help'. A search bar and a 'Login' button are also present. The main content area is titled 'Invoice INV-185763' and includes two columns of details: Invoice ID, Total Amount (\$1,348.17), Due Date (1/31/2022), Loan Mail To (Scott Miller), and Loan Mail To Address (144 North Broadway, Medina, OH 44256) on the left; and Invoice #, Subdivision (Medina County), Period (14), Month (Jan), Year (2022), and Loan Numbers (C11R, C11Q) on the right. Below this is a 'Notes' section with 'Mailed Date' and 'Closed Date' fields. At the bottom, an 'Invoice Items (2)' table is shown, sorted by Invoice ID.

Invoice ID	Loan	Principal Amou...	Interest Amount	Late Fee	Amount	Project	Project Name	Month	Year
INV-185763	C11R-0	\$382.06	\$0.00	\$0.00	\$382.06	A/P-015-01342	Seville Road & Lovers Lane Improvement	Jan	2022
INV-185763	C11Q-0	\$966.11	\$0.00	\$0.00	\$966.11	A/P-015-01360	Granger Road Bridge No.4 Replacement	Jan	2022

- Remember if paying by check, we are no longer accepting checks at our 65 East State Street location. Online payment is always the most efficient and effective way to make your repayment and is preferred by the Commission.
- If you have any issues, please contact us at OPWC.Loans@pwc.ohio.gov for assistance.