## **Create An Online Account**

## Creating an online account.

To create and register your account online you will first need to click on "online Payments" at the bottom of the City's homepage, or click on the Online payments link in the menu on the left.

From the payments website, under available services you will select "Utility Billing"

Next you will need to click on "Sign in or sign up"

Click on "Register". Then enter your Email and create a password.

\*You will receive an email that will have a confirmation button to verify your account, make sure you click on it.

After setting up email and password you will select "Add account"

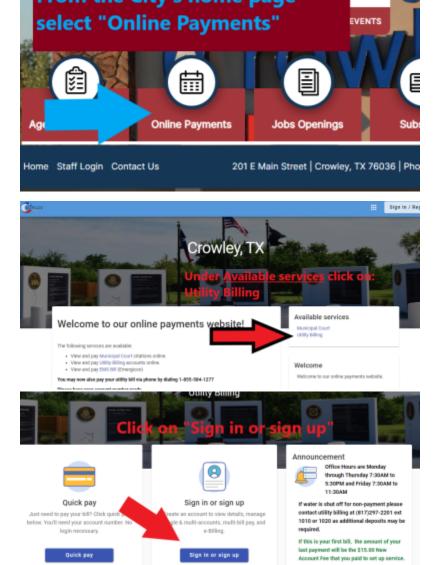
Now enter your account number (**Be sure you include the dashes**).\*

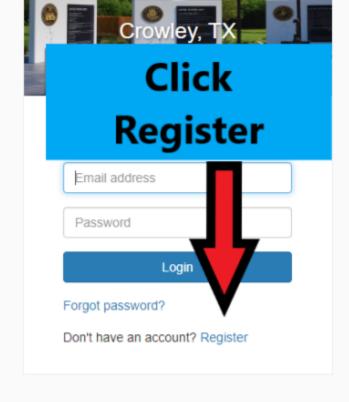
Enter your last amount paid.\*

\*If you are unsure of account number or last amount paid you may contact us to verify.

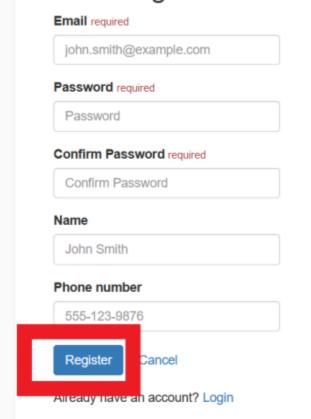
Once you have created and added your account you may:

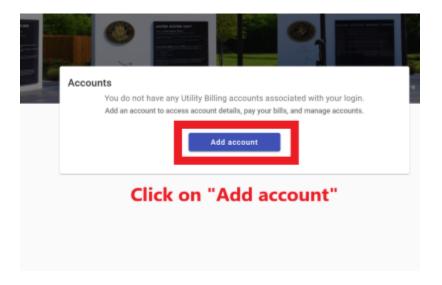
- Make a payment
- Setup auto pay
- Schedule a payment
- Request extension
- View your bill
- View your consumption history

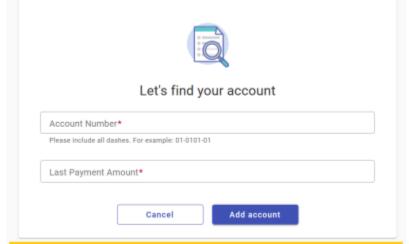




## clcik register.







Enter your account number (Be sure to include the dashes) and then enter your last payment amount. If you are unsure of either you may call us to verify.

View Slideshow