Below is the online Utility Payments home page

To Register for a Member Account

Follow the steps below to register for a member account.

1. On the Online Services Payment home page, click **Register** to display the Register panel.

2. In the **Email** field, enter an email address. This email address is the user’s login.

3. In the **Name** field, enter the user’s name.

4. In the **Phone Number** field, enter a telephone number.

5. In the **Password** field, enter a password that is at least 6 characters long.

6. Click **Create Member** to save the account information. The user receives a confirmation email to confirm the email address is correct.

7. Click the link in the message to activate the account.

8. The link also returns the user to the Login Page for the online services site. Log in using the email address and password.
Log into the Online Services Website

Follow the steps below to log into the Online Services website.

1. On the Online Services Payment home page, click **Login** to display the Login panel.
2. In the **Email** field, enter the user email address.
3. In the **Password** field, enter the user password.
4. Click **Login**.
Add an Account

Before users can pay their utility bills online, they must register their account in their name. Follow the steps below to add accounts to the Utility Billing Home page.

1. **Log in** to the account, and click the Utility Billing tab to display the Utility Billing Home page.

2. Click **Add an Account** to add the user's first account, or **Add Account** if adding additional accounts to the home page, to display the Add Account page.

3. Enter the user's **Account Number** and **Last Payment** made on the account. The page may require users to enter additional or different information.

4. Click **Add Account**. The account now displays on the Utility Billing Home page.

5. Account must be active to add to your profile.
Make a Payment on an Account

Follow the steps below to make a payment on the Utility Billing site:

1. Right after you log into your account click on the Pay Account button and select when to pay on your account.

2. Once method is selected a Payment Cart page will be displayed.

3. Click Continue to display the Submit Payment page. Confirm everything on the page is correct. To change the payment method, click Change in the Payment Method Section. To change the payment amount, click Change Payment Amounts button in the Payment Summary section (if the site allows partial payments). Click Pay More Accounts to add payments for additional accounts to this transaction.

4. Click Submit Payment to complete the payment. The Payment Receipt page displays. To print a receipt, click Print This Page at the bottom of the page. The system automatically emails a copy of this receipt to the user's email address.
Select a Payment Method

Enter Credit Card

- Card Type: Please Select...
- Credit Card Number:
- Expiration: -- / --
- Name on Card: First Name Last Name
- Billing Address 1:
- Billing Address 2:
- Zip:

Save Credit Card

Continue

Cancel Payment

Online Services
- Utility Billing Home
- Manage Accounts

Need Help?
- Contact Us
- 316-358-4641

Announcement
Office Hours are Monday through Friday from 8 am to 5 pm.