

FOLLOW THESE STEPS TO CREATE A LOGIN FOR UTILITY BILLING

WITH A LOGIN YOU CAN:

- VIEW YOUR UTILITY ACCOUNT INFORMATION AND USAGE
- PAY UTILITY BILL WITH A CREDIT CARD
- SET UP RECURRING PAYMENT WITH A CREDIT CARD

1. Click on **UTILITY BILLING**



Welcome to our online payments website!

The following services are available:

- [Utility Billing](#)

Available Services


- [Utility Billing](#)

Additional Links

- [Contact Us](#)
- [Terms and Conditions](#)

2. This screen has 3 options

- a. **Quick Pay** – do not need to create a login, used more for one-time payment
- b. **Register** – for **1st time users** you will need register (see next page)
- c. **Login** – returning users sign in using email and password

[Home](#) [Utility Billing](#) [Register](#) [Login](#)

City of Sioux Center, IA / Utility Billing

Utility Billing Home

Quick Pay (no login required)

Just need to pay your bill? Use [Quick Pay](#). No login necessary. You'll need your **account number** and **last payment amount**.

[Quick Pay](#)

Login to Account Management

[Login](#) (or [Register](#)) to access the following features:

- View account detail
 - Transaction history
 - Address info
 - Account info
 - Consumption history
- Pay your bill
 - Pay multiple bills in one payment
 - Save credit card for future payments
- Sign up for e-Statements
- Manage multiple accounts
- Submit service requests

[Login](#)

Online Services

- [Utility Billing Home](#)
- [Quick Pay](#)
- [Manage Accounts](#)
- [Sign up for e-Statements](#)

Need Help?

- [Submit Service Request](#)
- [Contact Us](#)
- [712-722-0761](#)

Announcement

Office hours are Monday - Friday, 7:00 am - 4:30 pm.

3. **NEW User:** Fill in all information and select “Create Member”

The screenshot shows the top navigation bar with the Sioux Center logo and links for Home and Utility Billing. Below the navigation bar is the breadcrumb trail: City of Sioux Center, IA / Member Registration. The main heading is "Member Registration". A link for "Already a member? Login" is positioned above the registration form. The form includes five input fields: Email *, Name *, Phone Number, Password *, and Confirm Password *. At the bottom of the form are two buttons: "Create Member" and "Cancel".

- It will return to the **Login** page, with a message in a green box that says
“An email was sent to [your email] with instructions for activating your membership”

* Follow the instructions sent to your email to finish the registration

Login

Don't have a member login? Go to [Member Registration](#).

The screenshot shows the login form with two input fields: Email and Password. Below the fields are two buttons: "Login" and "Password Recovery".

4. Once registered, **Add an Account:** (only need to do this step once)

You will need:

1. Account number (include the dashes '-')
2. Last payment amount
 - * If you are on **budget billing**, enter current budget billing payment

**If you have multiple accounts, select "Add Account" and go through same process

City of Sioux Center, IA / Utility Billing / Accounts / Add Account

Add Account

Account Number *

Please include all dashes. For example: 01-010101-01

Last Payment Amount *

Add Account

Cancel

5. To **VIEW** your account information

- Click on the account number
- Click on View Bill to see previous bill

City of Sioux Center, IA / Utility Billing

Utility Billing Home

Accounts

Enroll in Auto Pay

Add Account

Account Number	Address	Last Payment	Balance
XX-XXXXXX-XX		(\$10.00) 8/20/2018	View Bill \$0.00 Due 8/20/2018
Active			

6. Various information is available to view

This account is active.

Account Detail	Transaction History	Address Info	Account Info	Consumption History
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Balance Summary

Prior Account Balance	\$0.00
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