

HOW TO MAKE A UTILITY PAYMENTS ONLINE

Step 1: Visit City website. Under Quick Links, click: Online Bill Payment

The screenshot shows the Jonesville City website homepage. The navigation bar includes 'Home', 'Our City', 'Departments', 'Boards', 'Forms & Ordinances', and 'Community'. The main content area is divided into three columns. The left column is titled 'News & Information' and contains two articles: '2025 RECREATIONAL BASEBALL AND SOFTBALL SEASON' and 'RE-IMAGINE CHICAGO STREET'. The middle column is titled 'Public Notices/Hearings' and contains an article 'WRIGHT STREET PARK GRANT APPLICATION'. The right column is titled 'Quick Links' and lists various services, with 'Online Bill Payment' highlighted by an orange arrow. Below the 'Quick Links' section is a 'Get E-News Updates' section.

Step:2 Under Property Tax and Utility Payments: [Click here to pay a property tax or utility online](#)

The screenshot shows the 'Online Payments' page on the Jonesville City website. The navigation bar is the same as in the previous screenshot. The main content area is divided into three columns. The left column is titled 'Online Payments' and contains instructions on how to pay bills online, including a list of services and a note about charges. The middle column is titled 'Property Tax and Utility Payments' and contains a link to pay bills online, highlighted by an orange arrow. The right column is titled 'Contact' and contains contact information for the City Office, including the address, phone numbers, and hours of operation. Below the 'Contact' section is a 'Quick Links' section with a link to 'Pay a Bill Now'.

Step 3: Search for Account (by Address, Name or Account Number etc.) Select account.

The screenshot shows the BSA Online search results for '150 ecology'. The search criteria are set to 'Address'. The results table shows one entry:

Address	Reference #	Name
150 ECOLOGY DR.	001202-00 (Account Number)	CITY OF JONESVILLE

Arrows point to the search bar and the search results table.

Step 4: Click: Pay Now

The screenshot shows the account details page for '150 ECOLOGY DR. JONESVILLE, MI 49250'. The account number is 001202-00. The customer name is CITY OF JONESVILLE. The amount due is \$167.13. A red box highlights the 'Amount Due' section, and an arrow points to the 'Pay Now' button.

Amount Due	Bill From	Bill To
\$167.13	08/01/2024	08/31/2024

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
Meter	\$0.00	\$5.40	\$0.00	\$5.40
Tower	\$0.00	\$2.85	\$0.00	\$2.85
	\$0.00	\$158.88	\$0.00	\$158.88
		\$167.13	\$0.00	\$167.13

Step 5: Click: Make Payment

The screenshot shows the 'Make a Payment on a Utility Bill' page. The account number is 001202-00. The name and address information is: CITY OF JONESVILLE, 150 ECOLOGY DR, JONESVILLE MI 49250. The billing items table is as follows:

Billing Item	Balance
Meter	\$5.40
Tower	\$2.85
Water	\$158.88
	\$167.13

Below the table, there is an 'Amount Paying' field with the value \$167.13 and a 'Make Payment' button. An orange arrow points to the 'Make Payment' button.

Step 6: Check Out to make one-time payment.

The screenshot shows the 'Check Out' page. The cart details are as follows:

Reference ID	Amount
001202-00	\$167.13

The estimated total is \$167.13. There is a 'Checkout' button. An orange arrow points to the 'Checkout' button.

- If you would like to make one-time payment see Step 7 next
- If you would like to set up Auto-Pay (monthly recurring payments) Click Register Account then go to Step 8

Step 7: Select method of payment and click continue. To set up recurring payments please register.

CITY OF JONESVILLE
EST. 1948

City of Jonesville, MI
205 E Chicago Street
Jonesville, MI 49250
(517) 849-2104
lspahr@jonesville.org
Hours: Monday - Friday 8:00 am - 4:30 pm
http://jonesville.org/
Point & Pay Support
customer@pointandpay.com

CART **PAYMENT** REVIEW CONFIRMATION

< BACK

Choose your method of payment

Pay with Credit / Debit
\$5.01 service fee

Pay with Electronic Check
\$3.00 service fee

Order Summary

Reference ID 001202-00 \$167.13
March 2025 Utility Billing

Processing Fees TBD

ESTIMATED TOTAL \$167.13

Continue

OPTIONAL: HOW TO SET UP (RECURRING) AUTO-PAYMENTS

Step 8: Register to set up recurring payments

FetchGIS Jonesville, City > Ho... New Hire HEALTH - BCBSM G... DENTAL - Delta VISION - VSP American Fidelity LIFE - Lincoln Life LIFE - Texas Life Ins... First Advantage Login IRS - Payments County National Ba... Entrance Camera All Bookmarks

CITY OF JONESVILLE
EST. 1948

Register
Already registered with City of Jonesville, MI?

- Manage everything in one place**
Registering for BillPay enables tracking of all your eligible taxes, properties, accounts, and other obligations on a central dashboard
- Enjoy expanded features**
Text notifications, payments history, automatic payments and many other tools for managing your obligations are available by registering
- Secure your information**
We will save your information securely so that you can check out quickly and efficiently any time you use this site
- Stay in the loop**
By registering for BillPay, information about your bills, payments, and important communications will come to you instantly by email or text message
- Access your records**
All of your billing, receipts, and payment scheduling activity will be stored in this site's history feature for easy review, retrieval and management

FIRST NAME

LAST NAME (OR COMPANY NAME)*

EMAIL ADDRESS*

PASSWORD*

PASSWORD CONFIRMATION*

I Accept The Terms Of Use And Privacy Policy

Create account

Step 9: Turn on Recurring Payments toggle to on.

Optional: Turn on paperless billing toggle – if you'd like your utility bill emailed to you.

The screenshot shows the 'Dashboard' page for a utility account. The account ID is 001202-00. The address is 150 ECOLOGY DR., JONESVILLE, MI 49250. The current balance is \$141.84, due on 4/25/2025. There are two toggle switches: 'PAPERLESS' is turned 'ON' (Yes) and 'RECURRING PAYMENTS' is turned 'OFF' (No). A yellow callout box with an arrow points to the 'PAPERLESS' toggle, with the text 'Click here for paperless billing'. The left sidebar contains navigation links for Dashboard, History, Search, and Account Settings, along with contact information for the City of Jonesville.

Step 10: Set up recurring payments, customize payment option and frequency.

The screenshot shows the 'Recurring Payments' setup page. Under 'PAYMENT METHOD', there are two radio button options: 'Credit card (****7086)' and 'Company checking (****966), Hillsdale County National'. There is also a link to 'Add New Payment Method'. Under 'TOTAL PAYMENT AMOUNT', there are two radio button options: 'Amount Due \$0.00' and 'Pay an Exact Amount'. The 'Pay an Exact Amount' option is selected, and a text input field shows '\$0.00'. Below this, it says 'My payment will be processed on March 25th, 2025'. Under 'PAYMENT FREQUENCY', there is a dropdown menu set to 'on the due date'. At the bottom, there is a checkbox for 'I Agree To The Terms & Conditions' which is currently unchecked. The top right of the page shows a shopping cart icon with '1' item and a total of '\$16713', and a 'Clear Cart' button.