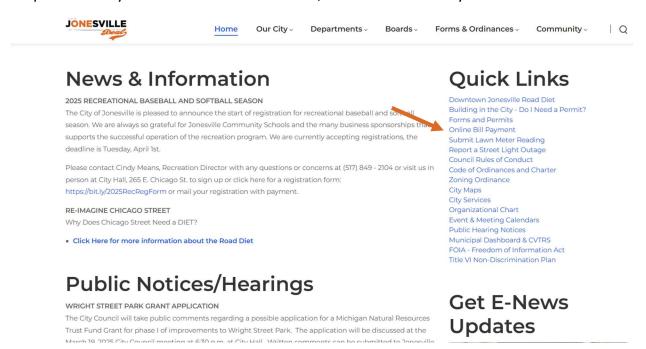
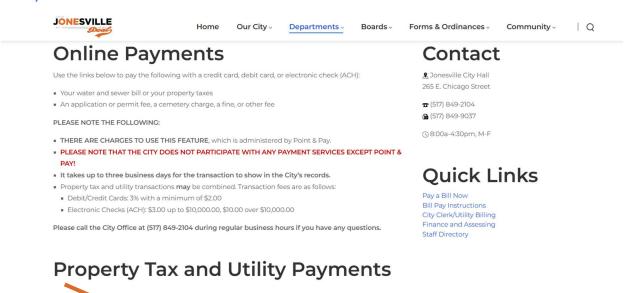
#### **HOW TO MAKE A UTILITY PAYMENTS ONLINE**

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



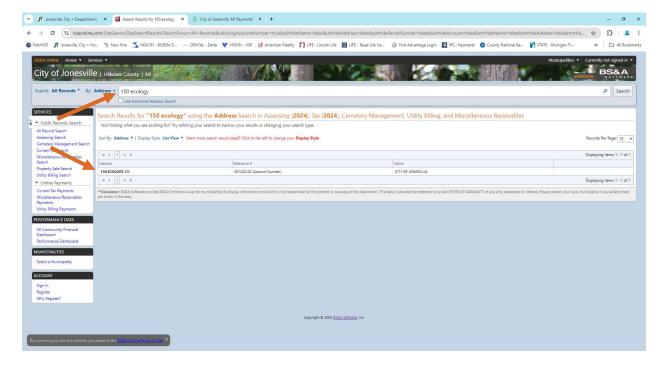
# Step:2 Under Property Tax and Utility Payments: Click here to pay a property tax or utility online



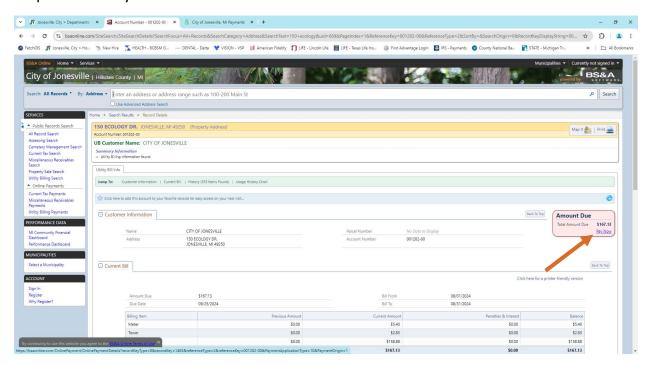
Or click "Pay a Bill Now" in the Quick Links section of this page. You will be redirected to the BS&A Online

Click here to pay a property tax or utility bill online

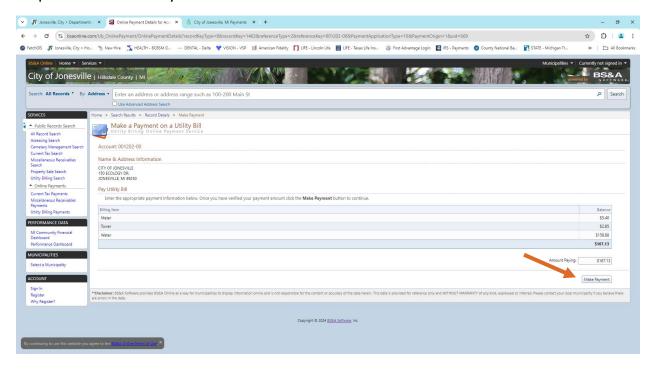
#### Step 3: Search for Account (by Address, Name or Account Number etc.) Select account.



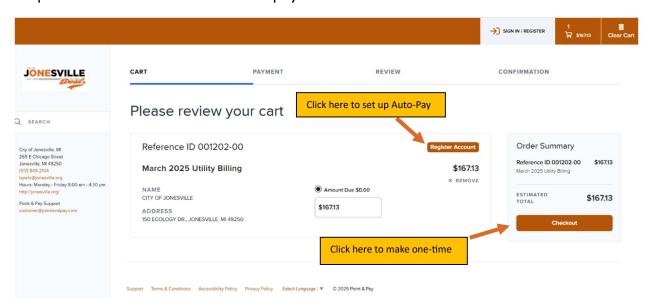
#### Step 4: Click: Pay Now



### Step 5: Click: Make Payment

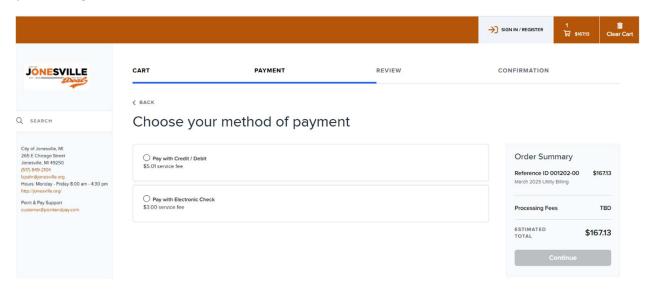


Step 6: Check Out to make one-time payment.



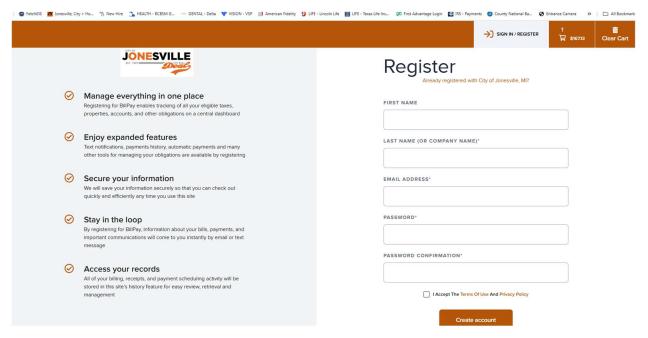
- If you would like to make one-time payment see Step 7 next
- If you would like to set up Auto-Pay (monthly recurring payments)
  Click Register Account then go to Step 8

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

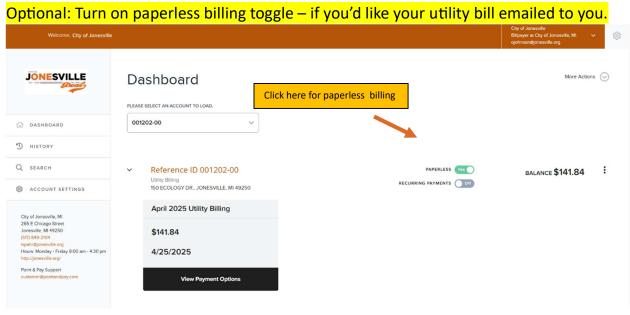


## **OPTIONAL: HOW TO SET UP (RECURRING) AUTO-PAYMENTS**

Step 8: Register to set up recurring payments



Step 9: Turn on Recurring Payments toggle to on.



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

