

Online Payments Manual

Below is the online Utility Payments home page



Welcome to our online payments website!

The following services are available:

- [Utility Billing](#)

Available Services
• Utility Billing

Additional Links
• Contact Us
• Terms and Conditions

Announcements
Welcome to our online payments

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.

Member Registration

Already a member? [Login](#)

Email *	<input type="text"/>
Name *	<input type="text"/>
Phone Number	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
<input type="button" value="Create Member"/> <input type="button" value="Cancel"/>	

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**.

Login

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

Email	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Password Recovery"/>	

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.

City of Beeville Utility Payments / Utility Billing

Utility Billing Home

You do not have any Utility Billing accounts associated with your membership.

[Add an Account](#)

Add an account 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
- Manage multiple accounts

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)

Need Help?

- [Contact Us](#)
- 361-358-4641

Announcement

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

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City of Beeville Utility Payments / Utility Billing / Accounts / Add Account

Add Account

Account Number *

Please include all dashes. For example: 01-0101-01

Last Payment Amount *

[Add Account](#) [Cancel](#)

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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.

City of Beeville Utility Billing

City of Beeville Utility Payments / Utility Billing

Utility Billing Home

Accounts Add Account

Account Number	Address	Last Payment	Balance	Pay
Active		(\$89.64) 1/29/2018	\$98.95 Due 2/28/2018	Pay Account Pay Now Schedule Payment

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City of Beeville Utility Payments / Utility Billing / Payment Cart

Payment Cart

Payment Cart Pay More Accounts

Account #	Address	Current Balance	Amount
		\$98.95 Due 2/28/2018	\$ 98.95
		Subtotal	\$98.95
		Total	\$98.95

[Cancel Payment](#) [Continue](#)

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Select a Payment Method

Payment Total \$98.95

Change Payment Amounts

⊙ Enter Credit Card

Card Type

Credit Card Number

Expiration

Name on Card

Billing Address 1

Billing Address 2

Zip

Save Credit Card

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Cancel Payment

Continue ➔