



UtilityPay

Pay your utility bill online
or set up automatic payments.

Registering an Account

1. From the Hamilton-city.org click on UtilityPay , next click on Utility Bill Payment

Pay or View Bills

Please select an item below to get started.

Utility Bill Payment



2. On the account locator screen type your account number and at least the first 3 characters of your last name - select *search invoices*

Please Locate Your Account

Utility Bill Payments
Search our files for your invoices using the fields below. Required fields are marked with a *.
[Need help finding your invoice?](#)

Account Number * **Last Name ***

Powered by **InvoiceCloud** | [Privacy Policy](#) | **Trustwave** Secure Site

Need Help?
You may reach us at (740) 969-2181
You may email your questions to itwa_seri@roadrunner.com.

3. Once the search results displays the invoice, click the box in front of the bill and click *register selected invoices*.

[Return to previous page](#)

Search Results

Please review your results below and select invoices to Pay. Click [here](#) if you would like to search again.

| Select | Account # | Customer Name | Due Date | Bill Total | Balance Due | |
|-------------------------------------|--------------|---------------|----------|------------|-------------|--|
| <input checked="" type="checkbox"/> | 101-01600-02 | KERI M. SMITH | 1/4/2017 | (\$16.15) | (\$16.15) | View Invoice Related Invoices |

Need Help?
You may reach us at (740) 969-2181
You may email your questions to itwa_seri@roadrunner.com.

4. The account registration screen appears. Complete the required fields and click complete registration.

Register

Please fill out this form to complete your registration. All required fields are marked with a *.
[Click here for information on linking accounts together.](#)

Account Number *

101-01600-02

Email Address *

test@test.com

Confirm Email Address *

test@test.com


Create Password *

Confirm Password *

Secure Code *

63kub




 I would like to sign up for Paperless

I understand that at any time, I can print out my bill and/or decide to receive paper bills by editing my online profile. Please select the Invoice Types on the right you wish to go Paperless for.

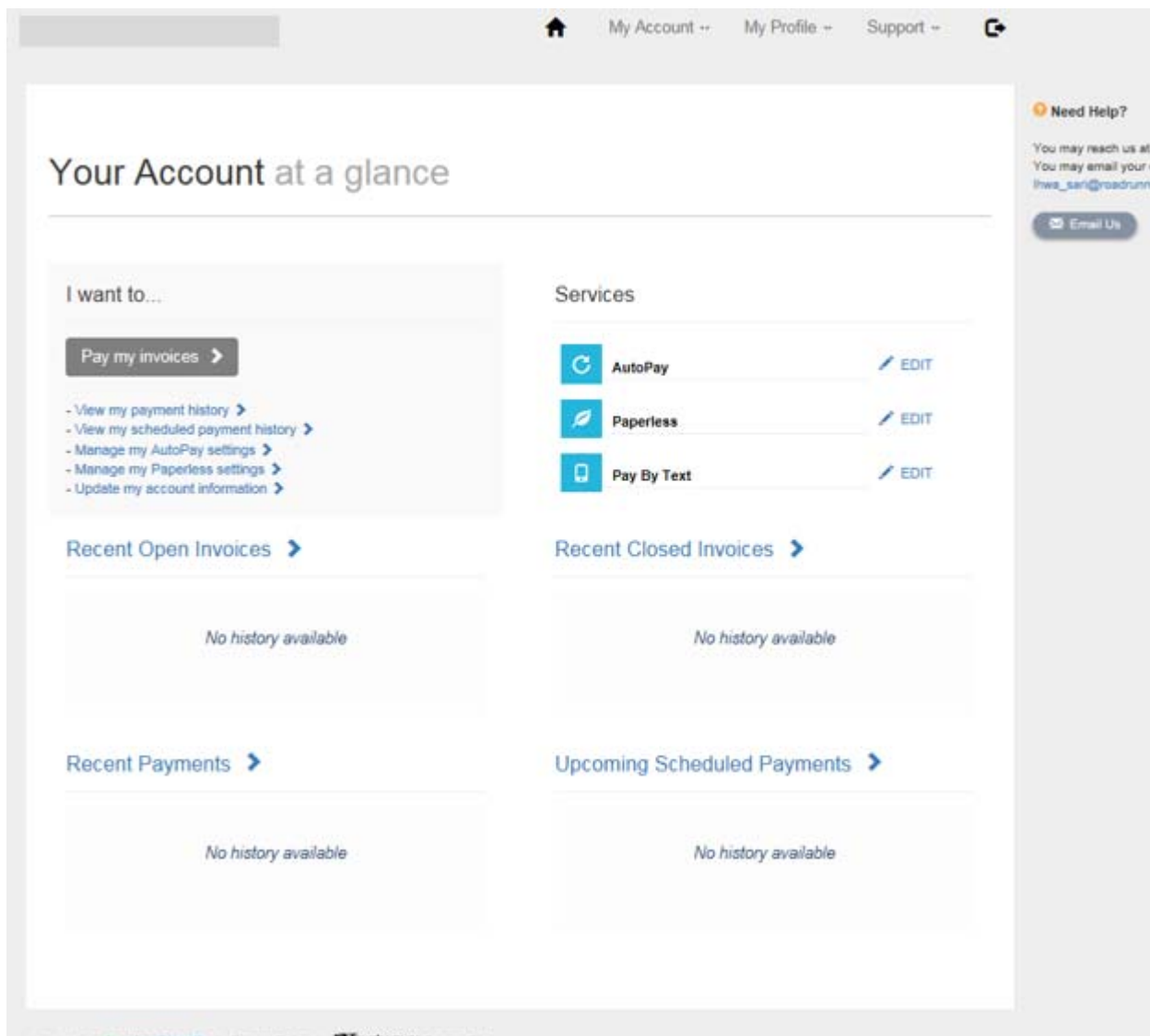
Water Bills

In order to complete your enrollment, you must verify receipt of the *Paperless Registration Information* email which will be sent to your email address on record for each Invoice Type selected.

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account with full responsibility for decisions related to this account. [Click to view Terms and Conditions](#) 

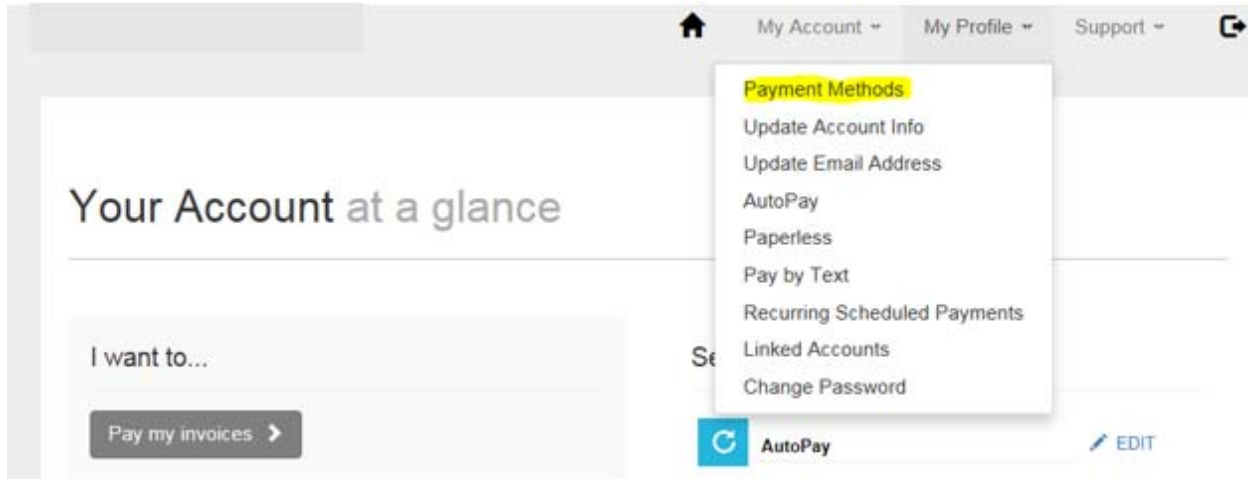
Complete Registration >

5. The user be directed to the registered account landing page.

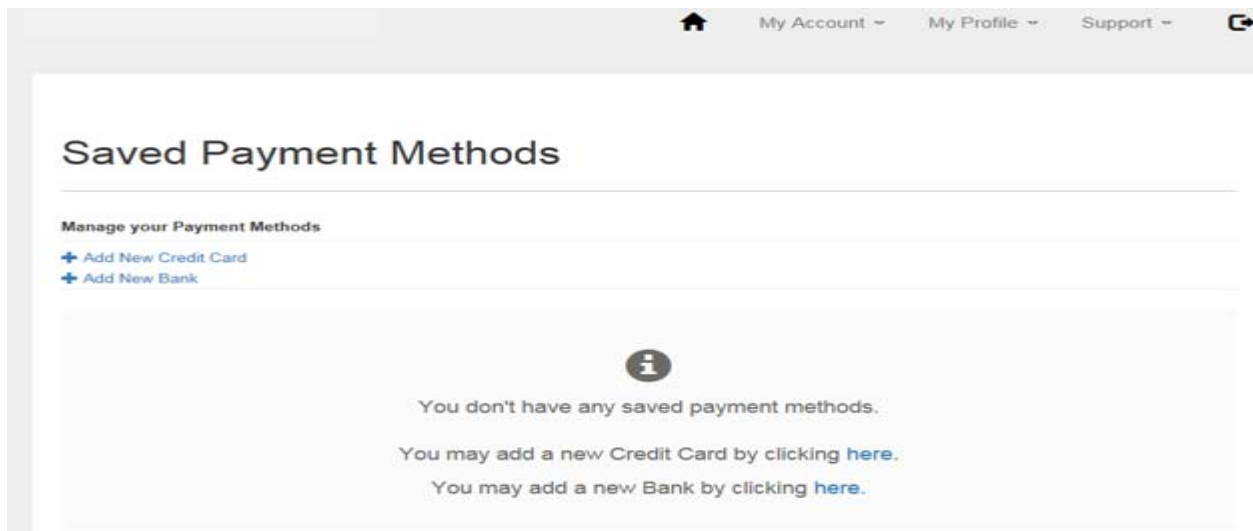


Adding Payment Methods

1. From the *Customer Portal* home screen select My Profile> *Payment Methods*



2. The *Saved Payment Methods* screen will display to allow the user to select which method of payment to setup.



3. The user selects to add a *new credit card* or *new bank account* and save the information.

New Credit Card

Please fill out all fields below and click Save Credit Card Information to save your information. [Need more information?](#)



Credit Card Number *

Expiration Date *

Billing Address *

Billing City *

Billing State *

Billing Zip *

Default

New Bank

Please fill out all fields below and click Save Bank Information to save your information. [Need help filling out this information?](#)

Bank Name *

Bank Routing/ Transit *

Bank Account Number *

Confirm Bank Account Number *

Account Type *

Default



4. The saved information will display on the *Saved Payment Methods* screen in a truncated format.


Saved Payment Methods

Manage your Payment Methods

[+ Add New Credit Card](#)

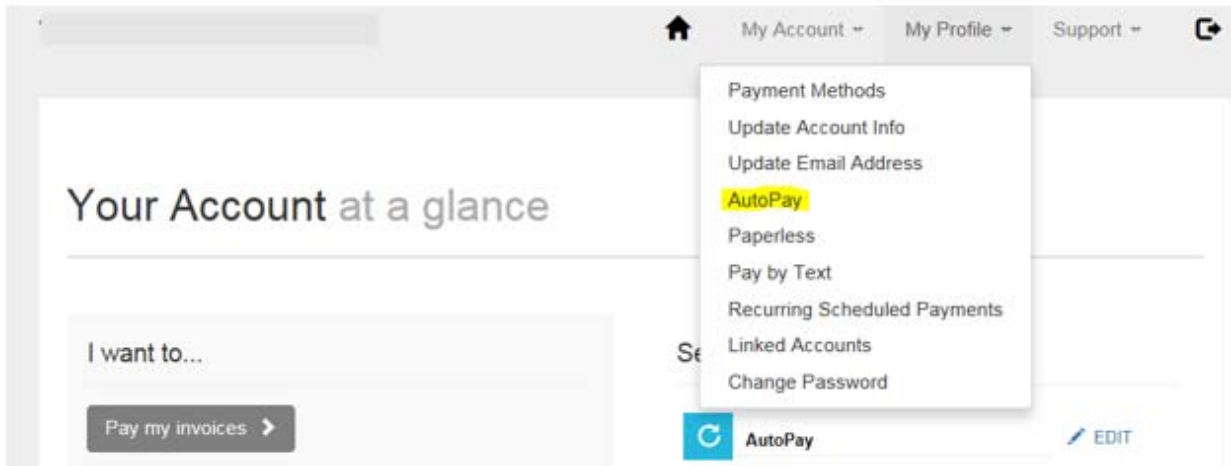
[+ Add New Bank](#)

| Date/Time Added (CST) | Summary | |
|-----------------------|---|--|
| 1/31/2017 10:05 AM |  056008849 / XXXXXXXXXXX1234 Bank Name - Trust | Edit Delete |
| 1/31/2017 10:04 AM |  XXXXXXXXXXXX1111 ★ Your Default Expires 1/2018 | Edit Delete |

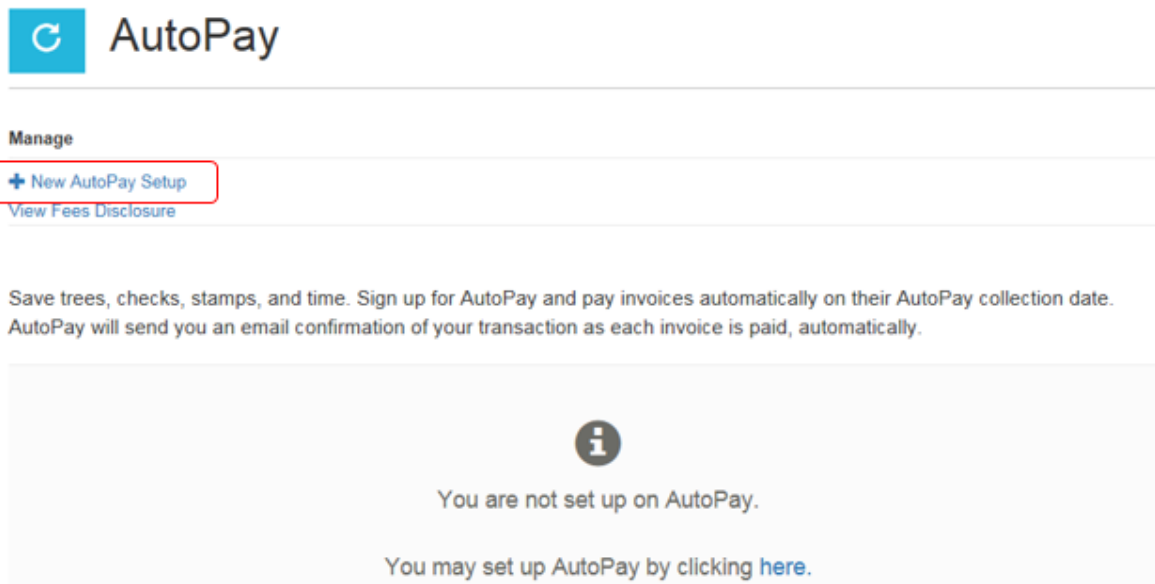
 You are currently not set up for AutoPay. You may setup AutoPay by clicking [here](#)

Auto Pay Registration

1. To register for Auto Pay under My Profile selects *Auto Pay*.



2. On the *Auto Pay* setup select *New Auto Pay Setup*



3. Complete the Auto Pay setup by selecting *the account, payment method and invoice type* when applicable. Select *yes, put me on Auto Pay* and save the setup.

New AutoPay Setup

Registering for AutoPay will void any prior, scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled. AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

#101-01600-02 - KERI M. SMITH

Invoice Type *

Water Bills

Use this payment method *

Trust : XXXXXXXXXXX1234

AutoPay Status *

Yes, put me on AutoPay

No, I do not want AutoPay

✓ Save this AutoPay Setup

Standard service fees may be applied if applicable. Please view our [Fees Disclosure](#) for more information.


4. The Auto Pay Status will display waiting on email confirmation. The user must click on the link in the email confirmation notice to complete the registration. The user has the ability to resend or cancel the pending registration when needed.

AutoPay

Manage

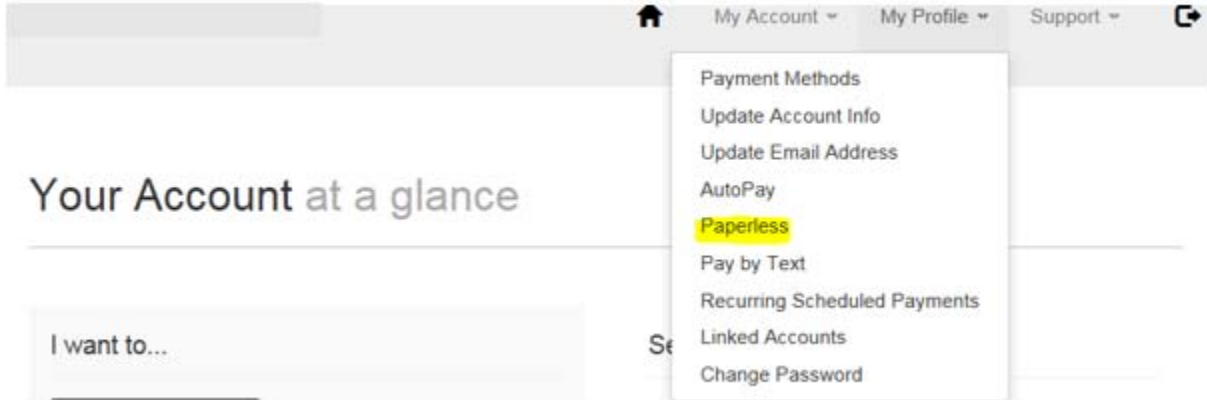
[View Fees Disclosure](#)

Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.

| Account # | Type | Status | Payment Method | |
|--------------|-------------|---|---|----------------------|
| 101-01600-02 | Water Bills | ■ Waiting on email confirmation. Resend Cancel Pending Registration |  XXXXXXXXXXX1234 | Edit |

Paperless Registration

1. To register for Paperless in the Customer Portal>under *My Profile*>select *Paperless*



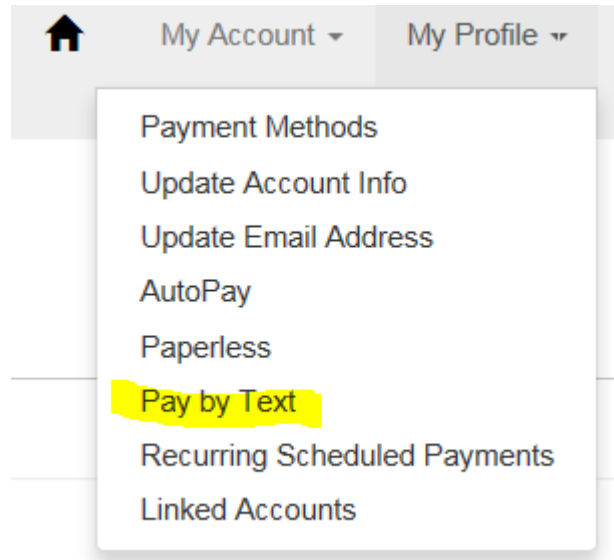
2. On the *Paperless* setup screen select yes and *save my changes*. Once changes are saved the status will display *Resend/Cancel Pending Registration*.



3. The user is sent a confirmation email, with a link to click to complete the *Paperless* registration.

Pay By Text

1. To register for Pay by Text in the Customer Portal>under *My Profile*>select *Pay by Text*



2. Select Email and Text

Pay by Text

Your Accounts

#101-01600-02 - KERI M. SMITH

How would you like to receive Invoice Notifications?

Email Only
Email and Text

Your Email Address

vjennings@invoicecloud.com

3. Enter the mobile number to receive the text messages and save.

Pay by Text

Your Accounts

#101-01600-02 - KERI M. SMITH

How would you like to receive Invoice Notifications?

Email and Text



Your Email Address

vjennings@invoicecloud.com


Your Mobile Phone Number *

901

555

5555

Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud.

 Save my changes

4. The customer will receive a text message and must respond OK to complete the registration.

Pay by Text

Your Accounts

#101-01600-02 - KERI M. SMITH

Your information has been updated successfully. 

 Please check your mobile phone and read the details in order to complete the registration process.

How would you like to receive Invoice Notifications?

Email and Text



Your Email Address

vjennings@invoicecloud.com

Your Mobile Phone Number *

901

555

5555

Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier. You may opt out of text delivery at any time by replying STOP to any Text message received from Invoice Cloud.

Resend TEXT

You may cancel this registration by clicking [here](#).