

8. Making a One-Time Payment

1

Login to the  
Utility Access  
Portal & Select  
Utility Account



Sign in or sign up

Create an account to view details, manage single & multi-accounts,  
multi-bill pay, and e-Billing.

Sign in or sign up

2

Select Pay  
Bills

Welcome back

**ComfortSystems User**

Your current balance is \$22,819.18

Pay Now

 Pay bills

 Manage auto pay

 Schedule payment

3

Select the  
account  
number to pay  
and enter the  
payment  
amount

<input checked="" type="checkbox"/> 123456789-001	Balance	Payment amount
0 NO ADDRESS	\$0.00	10.00

## 8. Making a One-Time Payment

4

Select the payment date, method, and receipt email. Click Continue to submit.

### Enter your payment information

When would you like to pay?

☒ Now  
☐ Later

How are you going to pay?

☐ Enter new credit card  
☐ Enter new eCheck

Where should we send your receipt?

Email for receipt\*  
utilitysignup@duluthmn.gov

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

### Summary

Subtotal \$10.00

An additional fee may be charged based on your method of payment