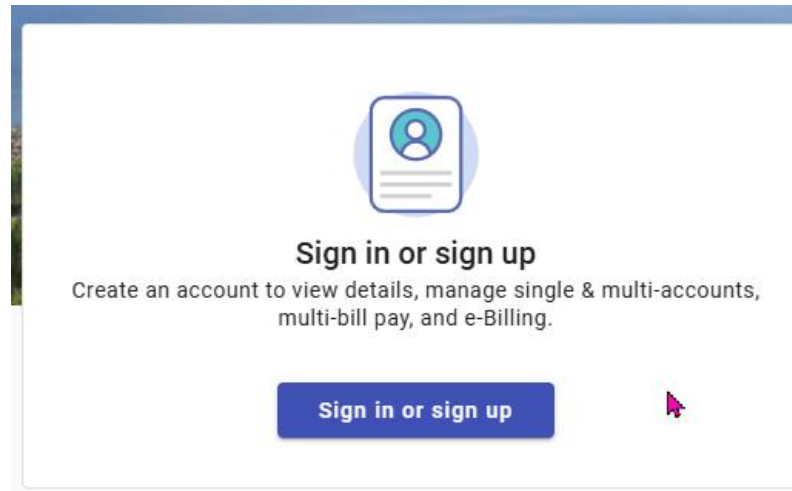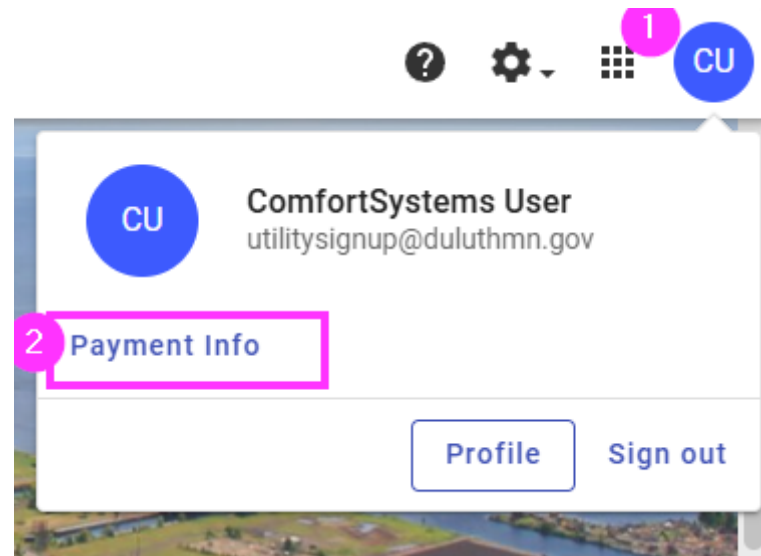## 6. Enrolling in Auto Pay

1

Login to the Utility Access Portal & Select Utility Account

2

Add your payment method(s) in the upper righthand corner of the portal. Select the circle with your initials and select Payment Info.

③ Enter the payment method(s)

Payments | City of Duluth

Payment methods

You can add, delete, or update your stored credit cards and bank accounts. You can also select a default payment method. If your card number has changed, you will need to add it again as a new card.

Mastercard ...4444

Checking ...1156

Add Payment Method

④ Back in the Utility Access Portal (this remains open in another tab), begin enrolling in autopay. For each account you will be able to select the appropriate saved method.

≡ **Utility Account**

🏠 Home

📁 Manage accounts

✉ Contact preferences

Welcome back
ComfortSystems User
Your current balance is **$21,132.53**

Pay Now

📄 Pay bills

👆 Enroll in auto pay

📅 Schedule payment

Accounts   **+ Add Account**

061624885-002

Address	Due	Balance
▓▓▓ ▓▓▓▓ ▓▓	8/8/2025	$34.50

View bill   Account detail   Transactions   More ▼

Contact us
218-730-4050
☎   Contact us

5

Select the account(s) to apply Auto Pay

6

Select the due date and enter the payment method. Select Enroll Now.

(7) Select the payment information for autopay, verify the email address for the receipt and select Finish.

Enter your automatic payment information

To complete your enrollment, enter a new card or eCheck to charge for automatic payments on the following account.

Account

Account description Utility Billing Account

Your automatic payments will be processed on the due date of your bills

How are you going to pay?

○ Mastercard ...4444

○ Checking ...1156

○ Enter new credit card

○ Enter new eCheck

e should we send your receipt?

utilitysignup@duluthmn.gov

8 The account is now enrolled in auto pay.

Enter your automatic payment information

To complete your enrollment, enter a new card or eCheck to charge for automatic payments on the following account.

Account 990000354S-023-350909

Account description Utility Billing Account

Reply all   Forward   payments will be processed on the due date of your bills

we

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aut   cy and terms of

Finish

You're all set!

You have enrolled in automatic payments for the following account.

Account 990000354S-023-350909
Account description Utility Billing Account

Continue