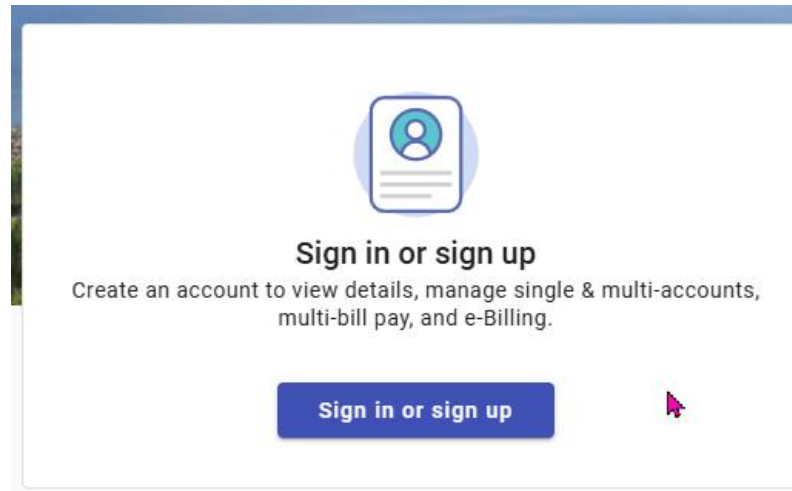


6. Enrolling in Auto Pay

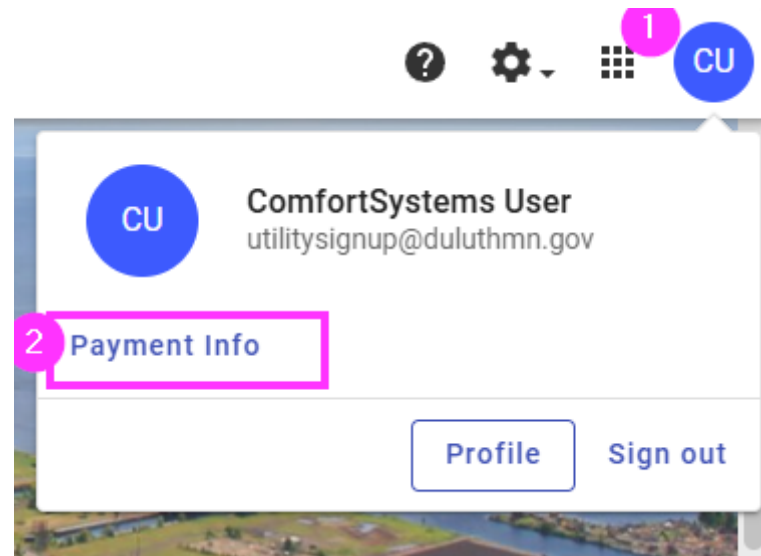
1

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.



6. Enrolling in Auto Pay


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](#)

Accounts

[+ Add Account](#)

061624885-002

Address


Due
8/8/2025

Balance
\$34.50

[View bill](#)

[Account detail](#)

[Transactions](#)

[More](#) ▾

 Pay bills

 Enroll in auto pay

 Schedule payment

Contact us

218-730-4050



[Contact us](#)

6. Enrolling in Auto Pay

5

Select the account(s) to apply Auto Pay

The screenshot shows the 'Manage auto pay' page. On the left is a sidebar with 'Home', 'Manage accounts', and 'Contact preferences'. The main content area is titled 'Manage auto pay' and shows a 'Not enrolled' status with a 'Select all' checkbox. Below this is a table of accounts:

	Balance	Due date
<input checked="" type="checkbox"/> 123456789-001 0 NO ADDRESS	\$0.00	
<input type="checkbox"/> 131012520-006 114 N 66th Ave W	\$0.00	11/22/2021

An 'Enroll' button is at the bottom right of the table. To the right of the table is a 'Contact us' box with a phone icon, the number 218-730-4050, and a 'Contact us' button.

6

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

The screenshot shows the 'Enroll in auto pay' page. The sidebar is the same as the previous page. The main content area is titled 'Enroll in auto pay' and contains a disclaimer box with an information icon and text explaining the terms of auto pay. Below the disclaimer is a form for account 0 NO ADDRESS (ID: 123456789-001-386168). The form has two sections:

Payment day

- ☒ I want my payment to draft on my due date.
- ☐ I want my payment to draft on this day every month

Payment method

- ☐ Enter new credit card
- ☐ Enter new eCheck

At the bottom right of the form are 'Cancel' and 'Enroll now' buttons. To the right of the form is a 'Contact us' box with a phone icon, the number 218-730-4050, and a 'Contact us' button.


6. Enrolling in Auto Pay

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



Should we send your receipt?

utilitysignup@duluthmn.gov

6. Enrolling in Auto Pay

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

payments will be processed on the due date of your bills



You're all set!

You have enrolled in automatic payments for the following account.

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

[Continue](#)

[Finish](#)