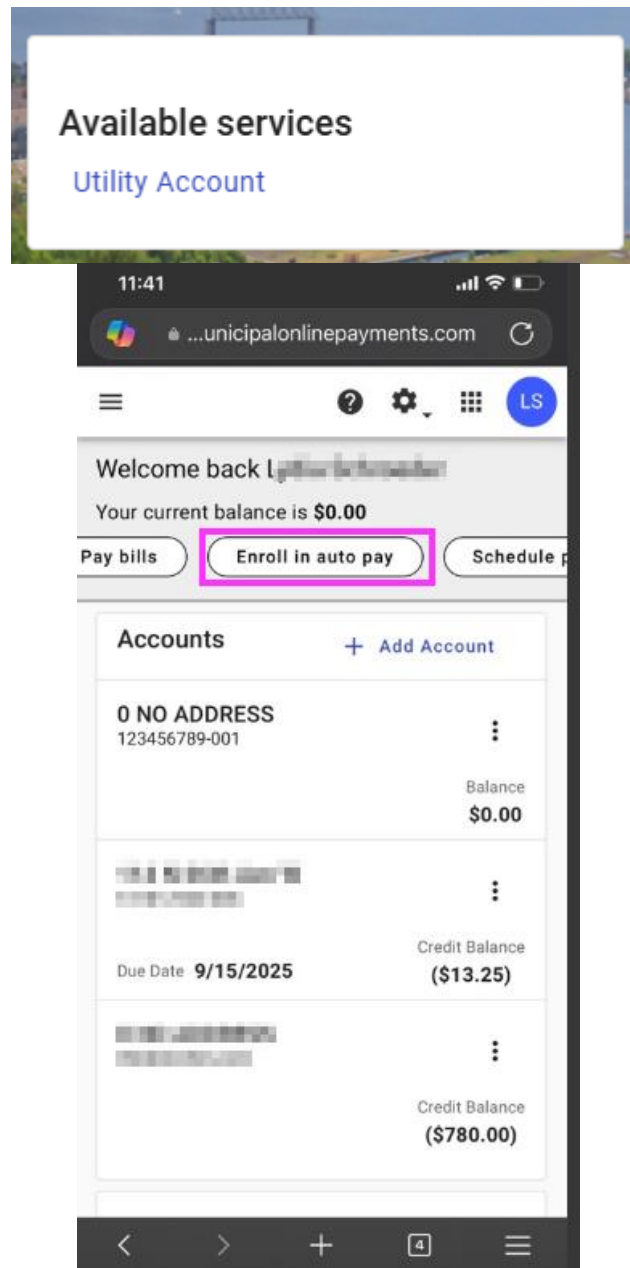## 6. Enrolling in Auto Pay

1 Login to the Utility Access Portal & Select Utility Account
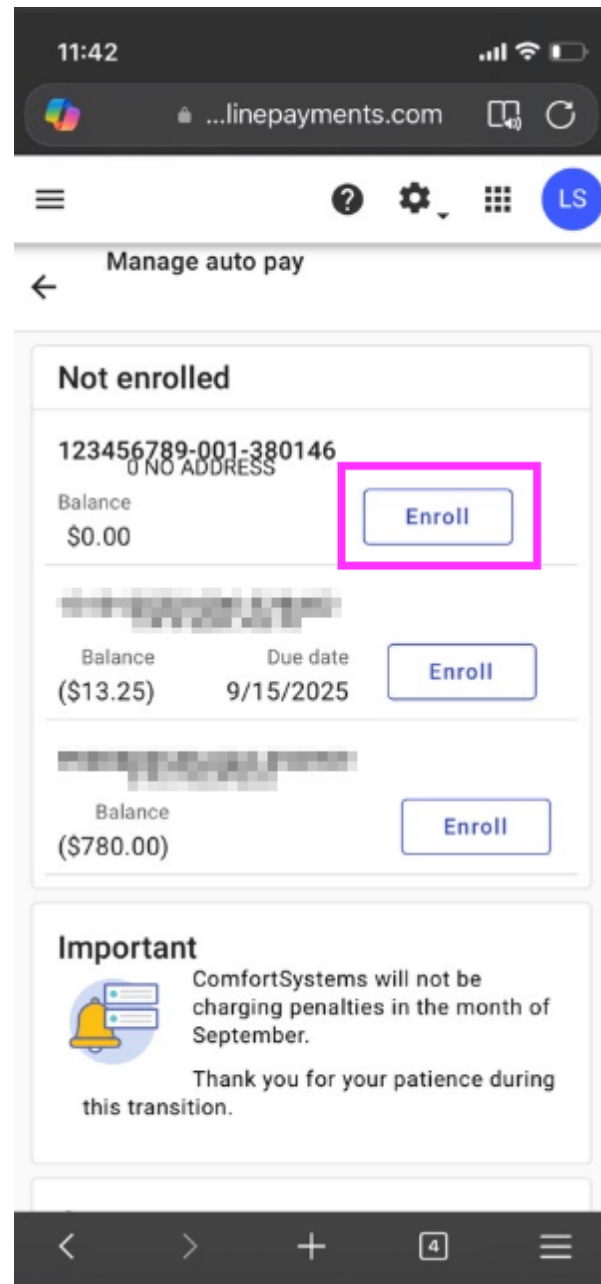
2

Select Enroll in Auto Pay

3

Select Enroll next to the account number

6. Enrolling in Auto Pay

4

To manage your payment information, you are directed to a payment portal. If you have never created credentials in this portal, select Create an Account. ***Important: Register with the same email used for the Utility Access Portal**

Sign in to community access services for City of Duluth.

Email address

☐ Keep me signed in

Next

OR

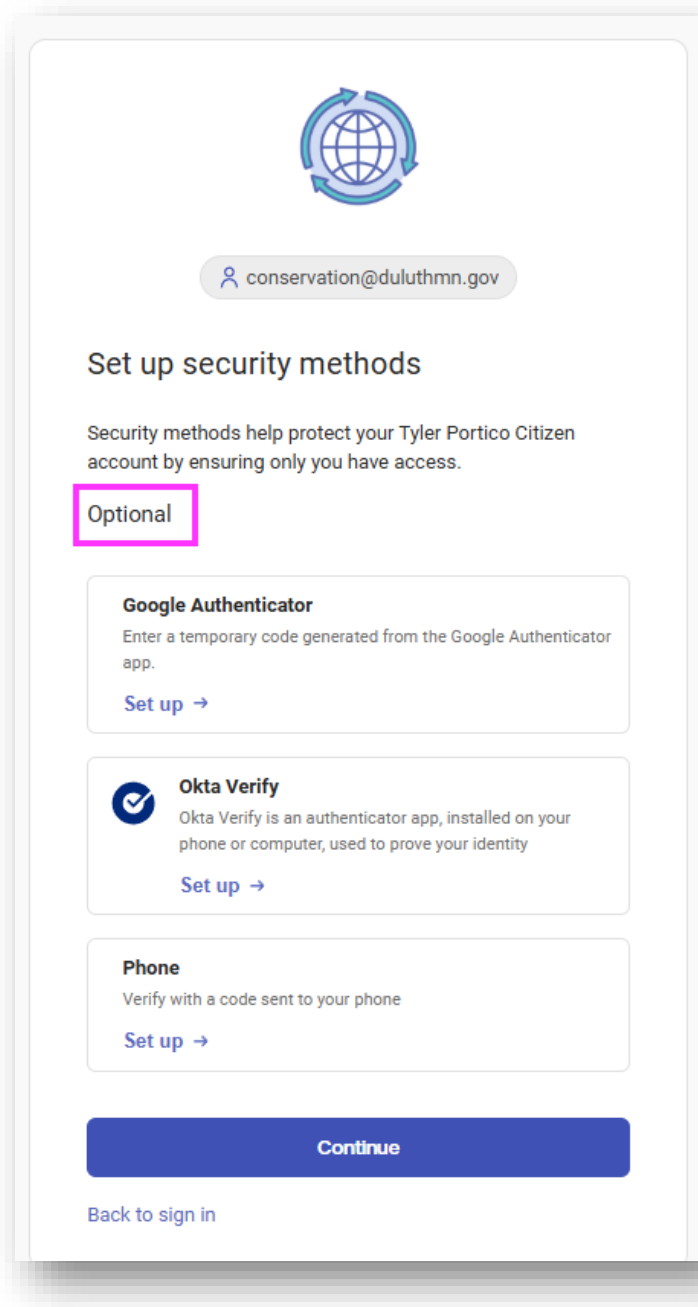G   🍎   ⊞   f

Unlock account?   Help ☒

Create an account

Password Requirements:
- At least 8 Characters
- A lowercase Letter
- A number

5

Option to Use Mult-Factor Authentication This is optional, click continue to skip this feature.

conservation@duluthmn.gov

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
Set up →

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Set up →

Phone
Verify with a code sent to your phone
Set up →

Continue

Back to sign in

conservation@duluthmn.gov

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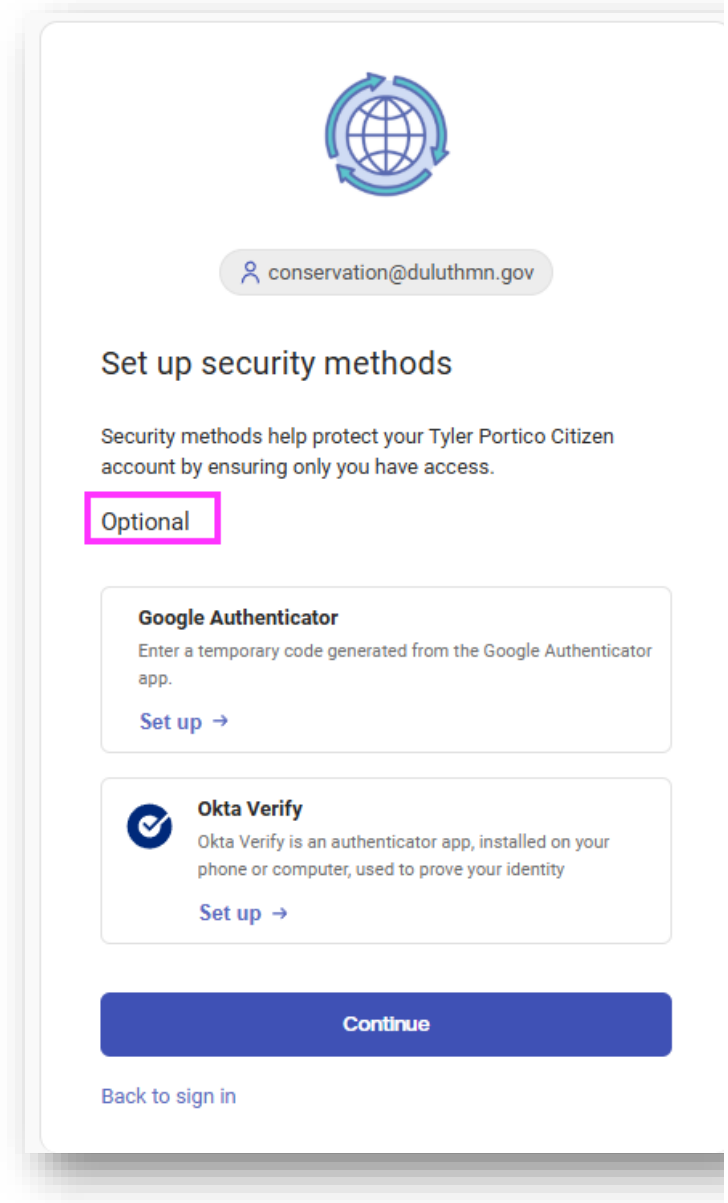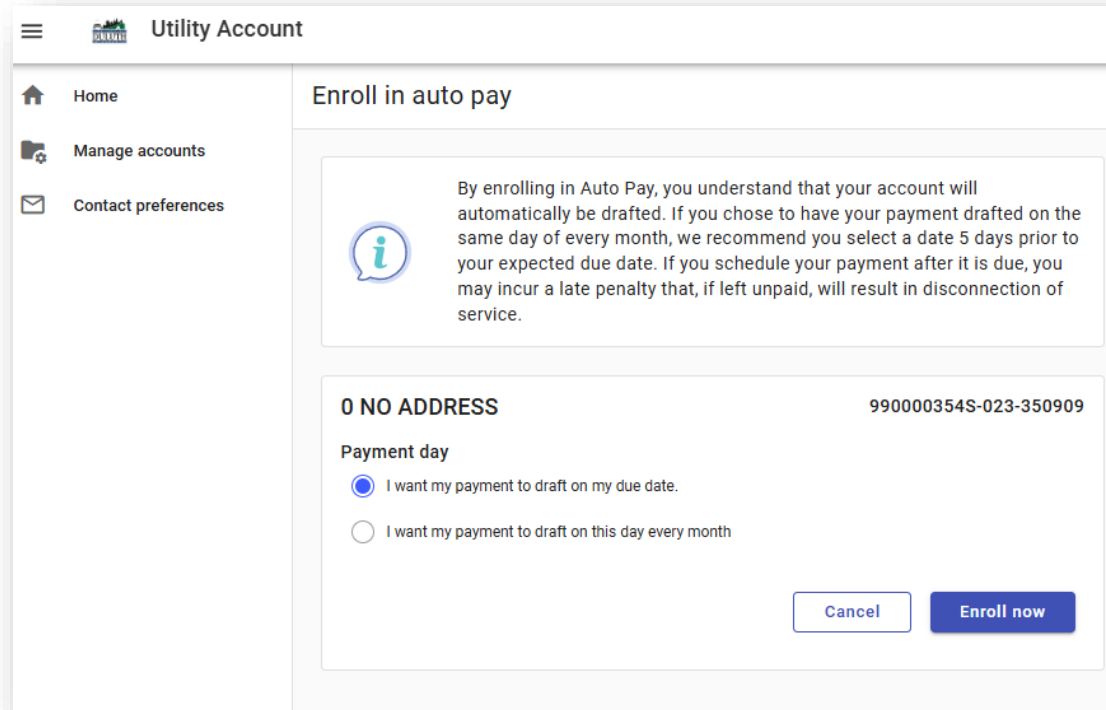Set up →

Continue

Back to sign in

6. Enrolling in Auto Pay

6

Once you are logged in or login the first time you are directed to manage the auto pay

≡ 🏛 **Utility Account**

🏠 Home

📁 Manage accounts

✉ Contact preferences

Enroll in auto pay

ℹ By enrolling in Auto Pay, you understand that your account will automatically be drafted. If you chose to have your payment drafted on the same day of every month, we recommend you select a date 5 days prior to your expected due date. If you schedule your payment after it is due, you may incur a late penalty that, if left unpaid, will result in disconnection of service.

0 NO ADDRESS   990000354S-023-350909

Payment day

🔘 I want my payment to draft on my due date.

⚪ I want my payment to draft on this day every month

[Cancel]   [**Enroll now**]

7 Enter payment Information and Receive a Confirmation on Screen and in Email

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

Online Payments<noreply@tylerportico.com>
To:

City of Duluth, MN auto pay registration confirmation

Hi ▓▓▓▓▓▓,

You have successfully set up auto pay.

Payments will appear on the account statement for your AmericanExpress ending in ▓▓. You will receive receipts when payments are processed.

Account 990000354S-023-350909

Account Description Utility Billing Account

Cancel automatic payments

August 25, 2025 12:53 PM CDT