

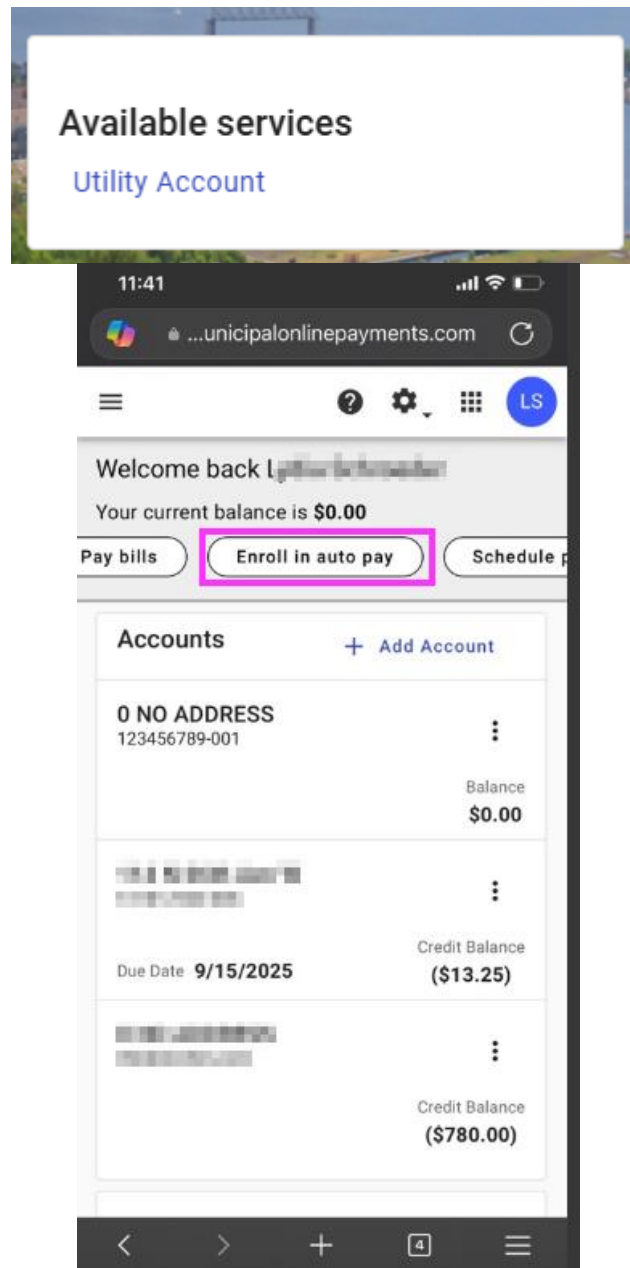
## 6. Enrolling in Auto Pay

1

Login to the  
Utility Access  
Portal & Select  
Utility Account

2

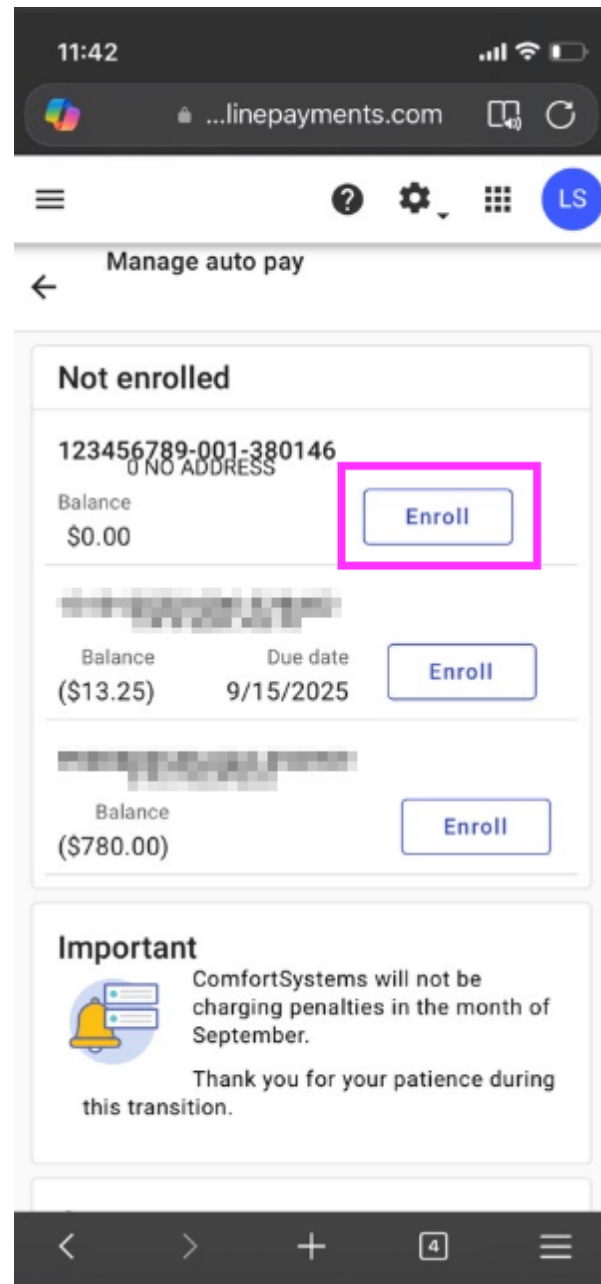
Select Enroll  
in Auto Pay



## 6. Enrolling 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



[Unlock account?](#) [Help](#)

Create an account

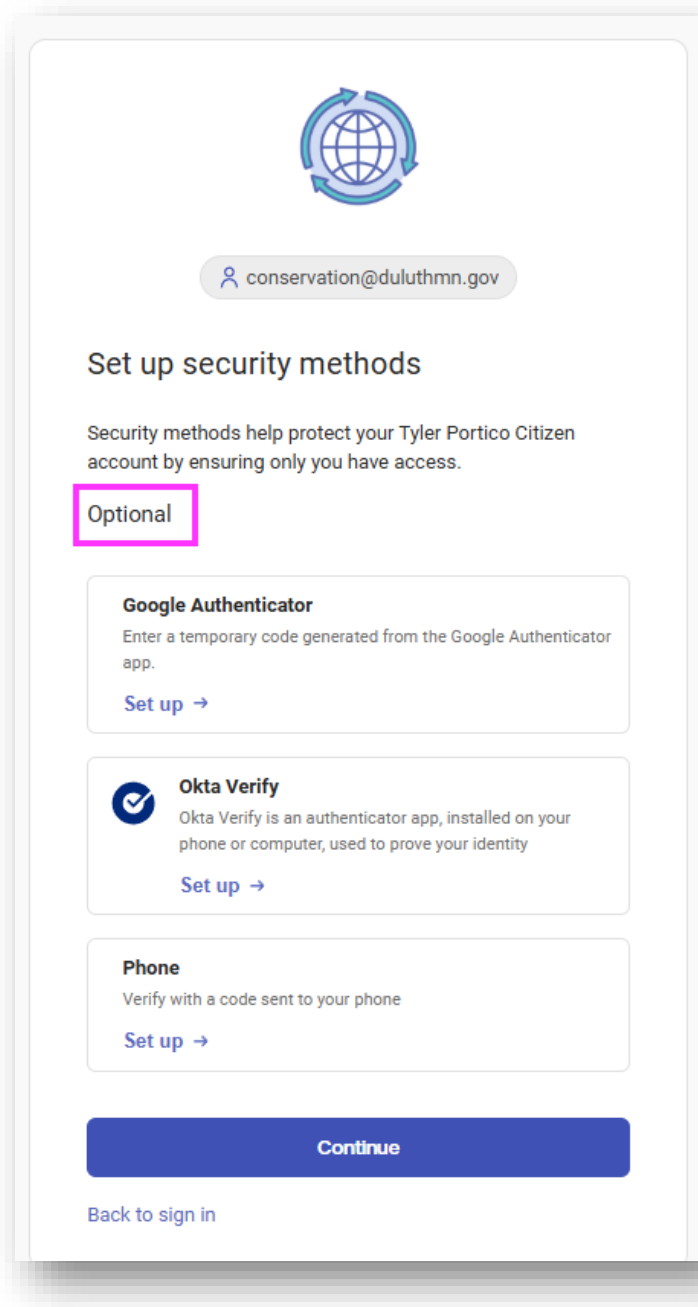
Password Requirements:

- At least 8 Characters
- A lowercase Letter
- A number


## 6. Enrolling in Auto Pay

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



The screenshot shows the 'Set up security methods' screen. At the top is a circular icon with a globe and arrows. Below it is a user email: conservation@duluthmn.gov. The title is 'Set up security methods'. A sub-header says 'Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.' Below this is a pink box labeled 'Optional'. There are three options: 'Google Authenticator' (with a 'Set up →' link), 'Okta Verify' (with a checkmark icon and a 'Set up →' link), and 'Phone' (with a 'Set up →' link'). At the bottom is a blue 'Continue' button and a 'Back to sign in' link.



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 →](#)

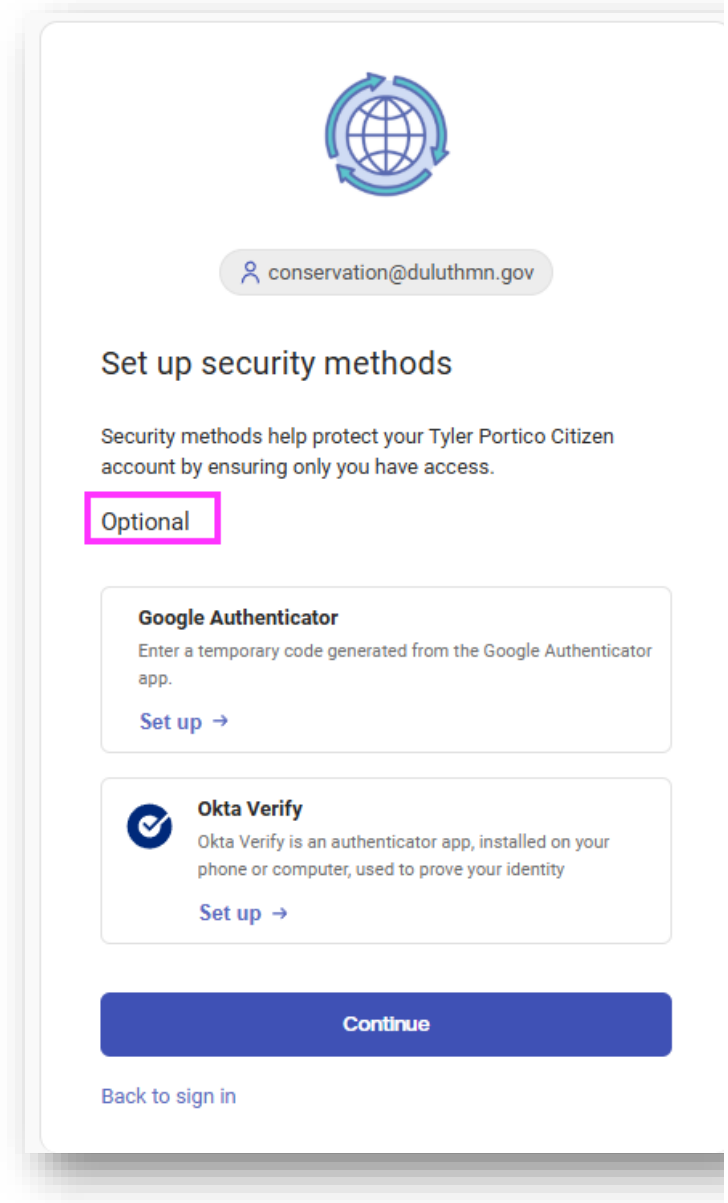
**Phone**

Verify with a code sent to your phone


[Set up →](#)

[Continue](#)

[Back to sign in](#)



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conservation@duluthmn.gov

### Set up security methods


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

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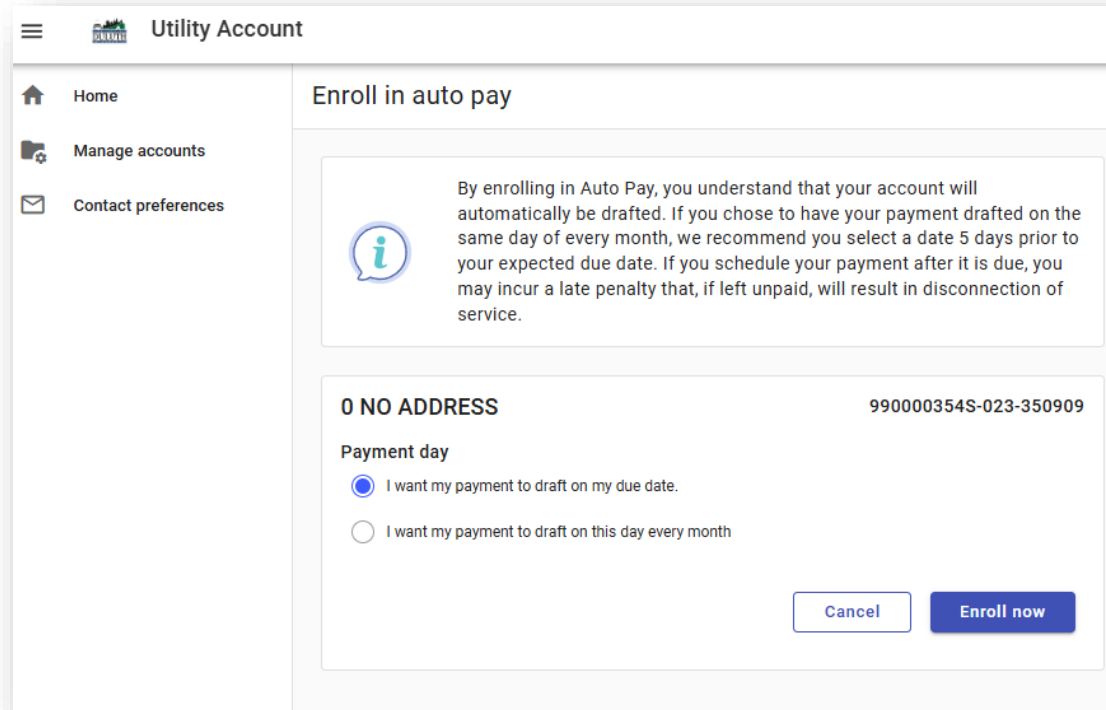
[Continue](#)

[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



The screenshot shows a web interface for a 'Utility Account'. On the left is a sidebar with three menu items: 'Home' (with a house icon), 'Manage accounts' (with a folder and gear icon), and 'Contact preferences' (with an envelope icon). The main content area is titled 'Enroll in auto pay'. It features an information icon (a blue circle with a white 'i') followed by a paragraph: '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.' Below this is a section for '0 NO ADDRESS' with the account number '990000354S-023-350909'. Under the heading 'Payment day', there are two radio button options: the first is selected and reads 'I want my payment to draft on my due date.', and the second is unselected and reads 'I want my payment to draft on this day every month'. At the bottom right of the form are two buttons: 'Cancel' and 'Enroll now'.


Utility Account

Home

Manage accounts

Contact preferences

### Enroll in auto pay

 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

6. Enrolling in Auto Pay

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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>

Reply Reply all Forward

To: [redacted]

City of Duluth, MN auto pay registration confirmation

Hi [redacted],

You have successfully set up auto pay.

Payments will appear on the account statement for your AmericanExpress ending in [redacted]. 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