8. Making a One-Time Payment

1 Login to the Utility Access Portal & Select Utility Account

Available services

Utility Account

2 Select Pay Bills

Welcome back

ComfortSystems User

Your current balance is $22,819.18

Pay Now

Pay bills

Manage auto pay

Schedule payment
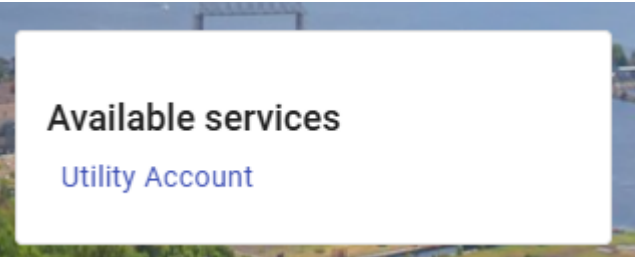
3 Select the account number to pay and enter the payment amount

☑ **123456789-001**

0 NO ADDRESS

Balance

$0.00

Payment amount

10.00

8. Making a One-Time Payment

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.

6

Once you are logged in or login the first time you are directed to enter 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