## 6. Enrolling in Auto Pay

**1**

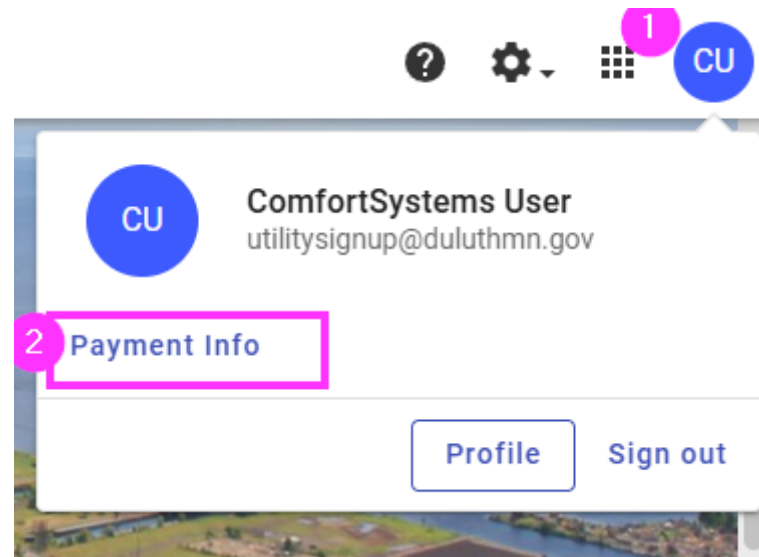Login to the Utility Access Portal & Select Utility Account



Sign in or sign up

Create an account to view details, manage single & multi-accounts, multi-bill pay, and e-Billing.

Sign in or sign up

**2**

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



CU
ComfortSystems User
utilitysignup@duluthmn.gov

2 Payment Info

Profile    Sign out

**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.
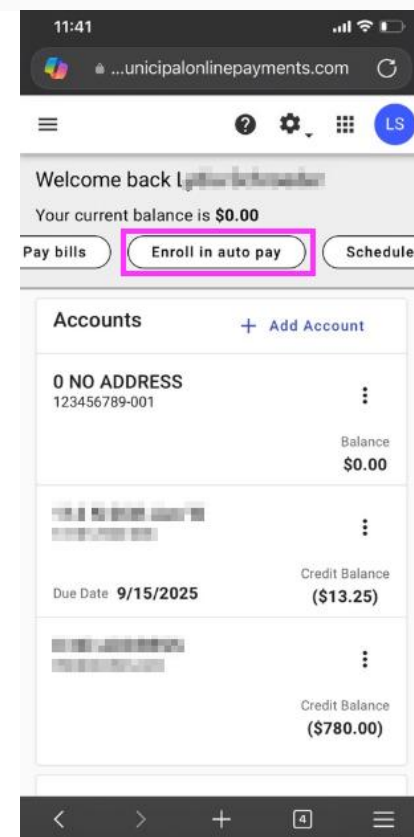
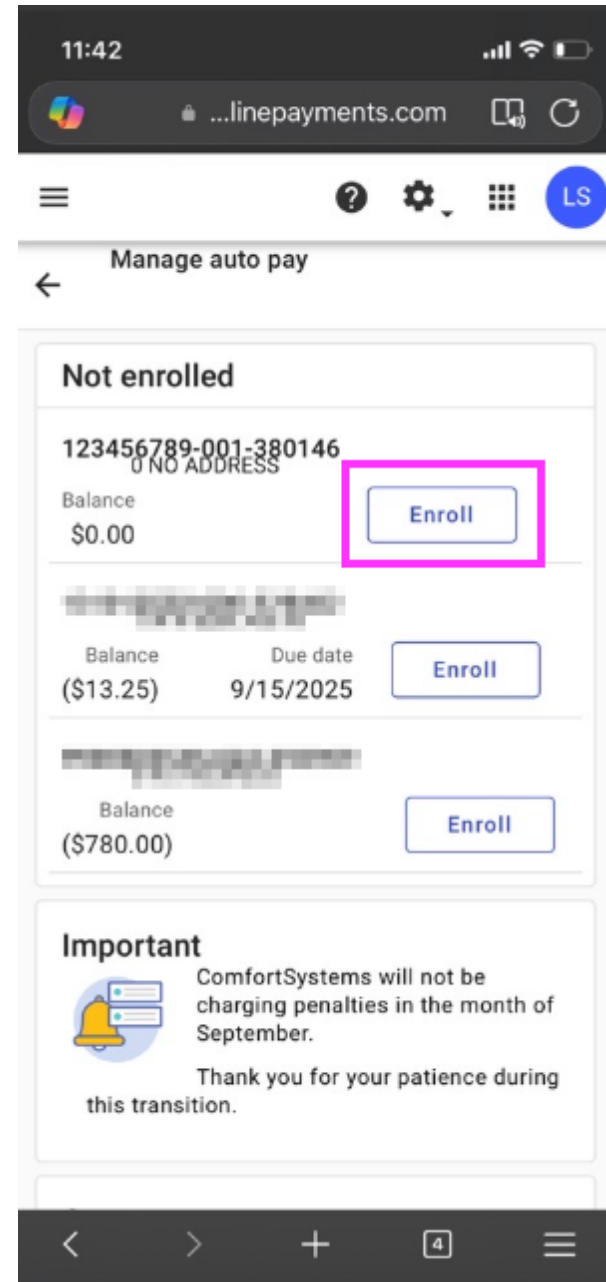Mastercard ...4444

Checking ...1156

Add Payment Method

**4** Select Enroll in Auto Pay

11:41

...unicipalonlinepayments.com

LS

Welcome back L

Your current balance is **$0.00**

Pay bills | Enroll in auto pay | Schedule p

**Accounts**  + Add Account

0 NO ADDRESS
123456789-001

Balance
$0.00

Credit Balance
Due Date **9/15/2025**  ($13.25)

Credit Balance
($780.00)

6. Enrolling in Auto Pay

**5** Select Enroll next to the account number

## 6. Enrolling in Auto Pay

**6** Select the payment method for the autopay

**7** Select the payment method for the autopay

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

# 6. Enrolling in Auto Pay



**8** The account is now enrolled.