

## 6. Enrolling in Auto Pay

1

Login to the Utility  
Access Portal &  
Select Utility  
Account



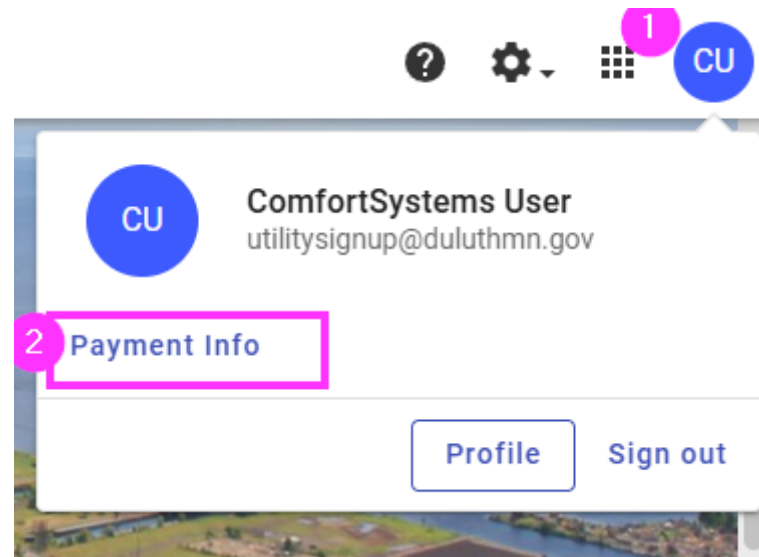
**Sign in or sign up**

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.



## 6. Enrolling in Auto Pay

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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



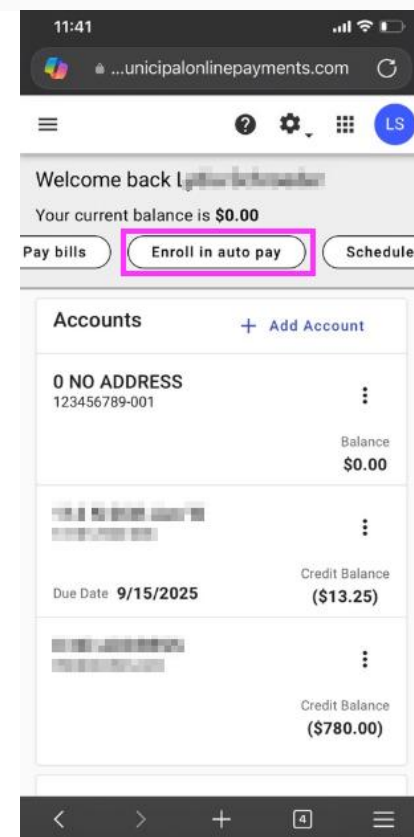
Checking ...1156



[Add Payment Method](#)

4

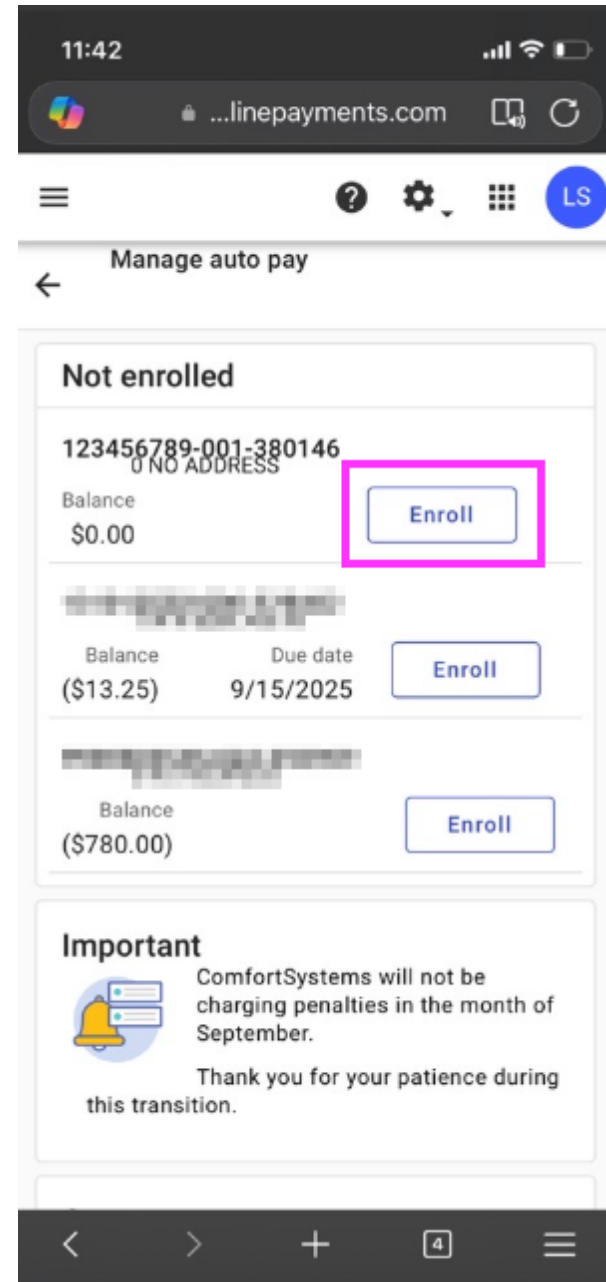
Select Enroll in Auto Pay



## 6. Enrolling in Auto Pay

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Select Enroll next to the account number



## 6. Enrolling in Auto Pay

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Select the payment  
method for the  
autopay

The screenshot shows a mobile application interface for enrolling in auto pay. At the top, there is a navigation bar with a hamburger menu, a help icon, a settings icon, a grid icon, and a blue circular button with 'CU'. Below the navigation bar, the title 'Enroll in auto pay' is displayed. The main content area contains an information box with a blue 'i' icon and text explaining the auto pay process and recommending a draft date 5 days prior to the due date. Below this, there is a section titled 'Payment day' with two radio button options: 'I want my payment to draft on my due date.' (selected) and 'I want my payment to draft on this day every month'. Below the options, it states 'Your first draft will be 10/7/2025.' At the bottom, there are two buttons: 'Cancel' and 'Enroll now'. A small 'Privacy - Terms' link is visible next to the 'Enroll now' button.

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.

**Payment day**

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

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

Your first draft will be **10/7/2025**.

[Cancel](#) [Enroll now](#) [Privacy - Terms](#)

## 6. Enrolling in Auto Pay

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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



Should we send your receipt?

utilitysignup@duluthmn.gov

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The account is now enrolled.

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

Online Payments <noreply@tylerportico.com>

To: [Online Payments](#)

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