

8. Making a One-Time Payment

1

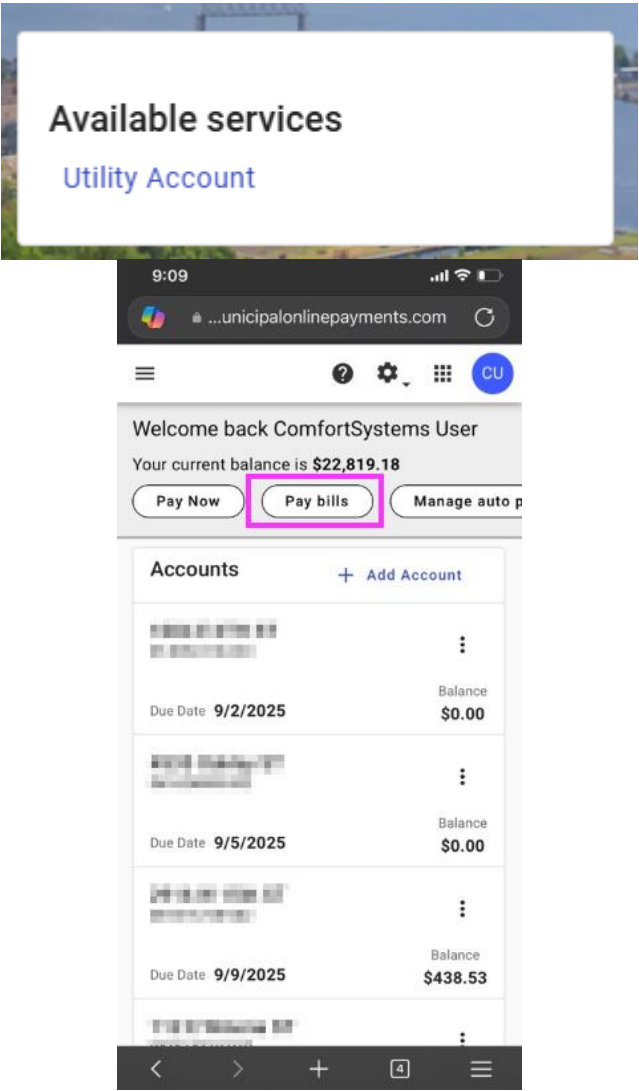
Login to the  
Utility Access  
Portal & Select  
Utility Account

2

Select Pay  
Bills

3

Select the  
account  
number to pay  
and enter the



<input checked="" type="checkbox"/> 123456789-001	Balance \$0.00	Payment amount 10.00
0 NO ADDRESS		

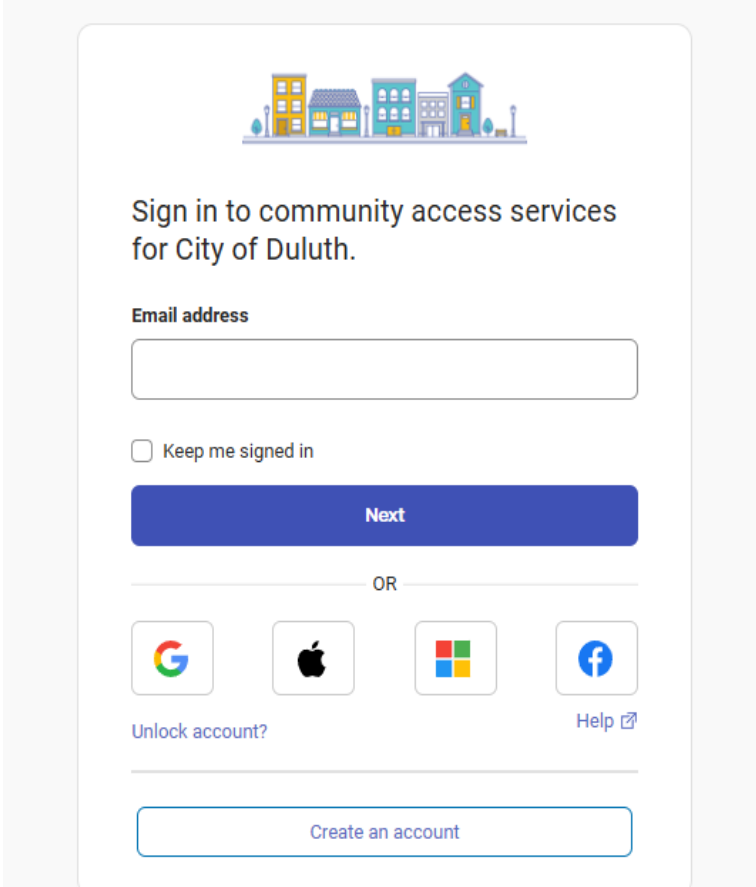
## 8. Making a One-Time Payment payment amount

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**



The screenshot shows a web page for signing into community access services for the City of Duluth. At the top is a colorful illustration of a city skyline. Below it, the text reads "Sign in to community access services for City of Duluth." There is a text input field labeled "Email address". Below the field is a checkbox labeled "Keep me signed in". A large blue button labeled "Next" is positioned below the checkbox. A horizontal line with the word "OR" in the center separates the sign-in options from the social media login options. Below the line are four square buttons with logos for Google, Apple, Microsoft, and Facebook. To the left of these buttons is a link that says "Unlock account?". To the right is a link that says "Help" with an external link icon. At the bottom of the page is a large, light blue button labeled "Create an account".


Password Requirements:

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

## 8. Making a One-Time Payment

5

Option to Use  
Multi-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](#)




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[Continue](#)

[Back to sign in](#)

## 8. Making a One-Time Payment

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 review and submit.

The screenshot shows a mobile browser interface with a dark header bar displaying the time 9:14 and signal/battery icons. The address bar shows the URL `...n.tylerportico.com`. A red circular user icon with the letter 'U' is in the top right corner. The main content area is titled "Enter your payment information" and contains three sections: "When would you like to pay?" with radio buttons for "Now" (selected) and "Later"; "How are you going to pay?" with radio buttons for "Enter new credit card" and "Enter new eCheck"; and "Where should we send your receipt?" with a text input field containing "utilitysignup@duluthmn.gov". A "Summary" section shows a "Subtotal" of "\$10.00". Below this, a note states: "An additional fee may be charged based on your method of payment" and "You will not be charged until you review your payment on the next step". At the bottom are "Back" and "Continue" buttons. A small magnifying glass icon is positioned over the "Continue" button.