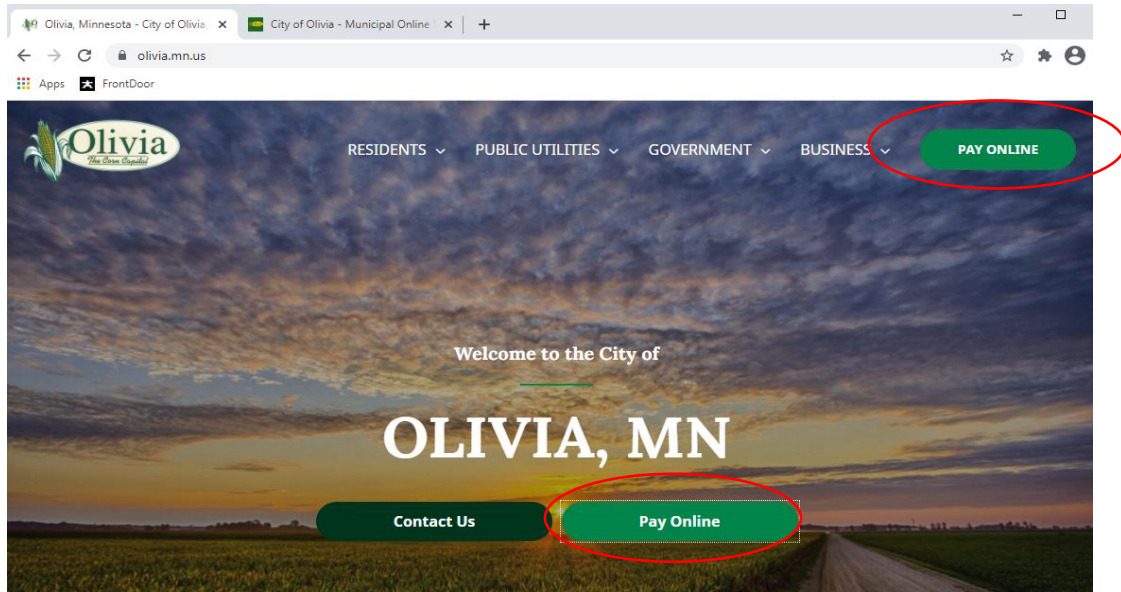
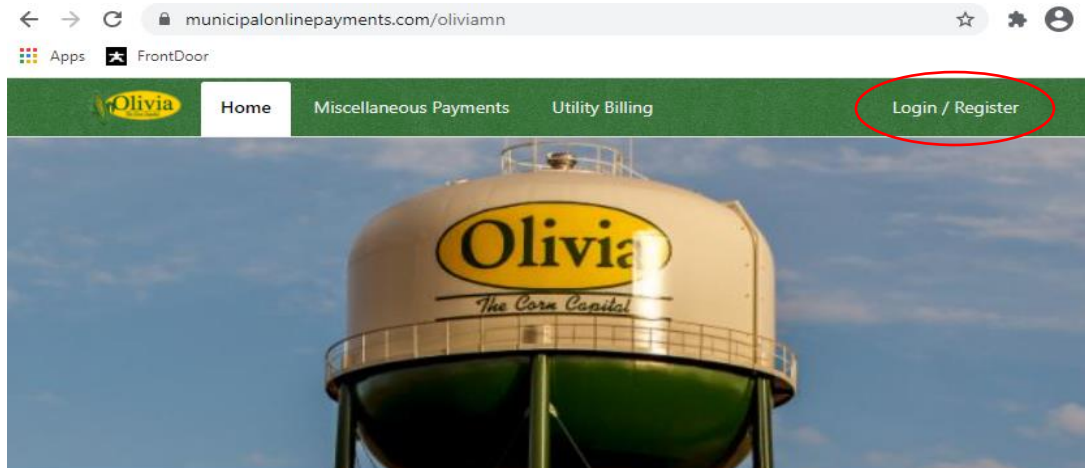


How to View your Hourly Utility Consumption Online

- 1) Visit our website – Olivia.mn.us



- 2) Click on the button “Pay Online”



Welcome to our online payments website!

The following services are available:

- Utility Billing
- Miscellaneous Payments

Available services

- Miscellaneous Payments
- Utility Billing

Additional links

- 3) Click Login/Register in the upper right-hand corner and log in to your payments account using your username and password. If you do not have an account you must create one by clicking Register below the login fields. Please have your utility account number ready in order to link your utility account to your payment account that you have just created.
- 4) Once logged in, click on “Utility Billing”

Olivia Home Miscellaneous Payments **Utility Billing**

City of Olivia / Utility Billing

Utility Billing Home

Accounts Add Account

Account Number	Address	Last Payment	Scheduled Payment	Balance	Pay
03-030303-03	123 Olivia Lane	(\$287.13) 1/9/2021	Next Draft Date: 2/9/2021	\$0.00 Due 1/20/2021	Pay Account

5) Next, Click on your Account number in blue.

Olivia Home Miscellaneous Payments **Utility Billing**

City of Olivia / Utility Billing / Accounts / Account detail

Account detail

Bob Smith Balance: \$0.00
 03-030303-03 Manage AutoPay
 123 Olivia Lane

Account Detail Transaction History Address Info Account Info **Consumption History**

Balance Summary

Prior Account Balance	\$0.00
Current Bill (Due 1/20/2021)	\$287.13
Transactions Since Current Bill	(\$287.13)
Account Balance	\$0.00

6) Then click on the Consumption History Tab

Consumption

Bob Smith

03-030303-03
123 Olivia Lane

Balance: \$0.00

Manage AutoPay

This account is active.

Account
Detail

Transaction
History

Address
Info

Account
Info

Consumption
History

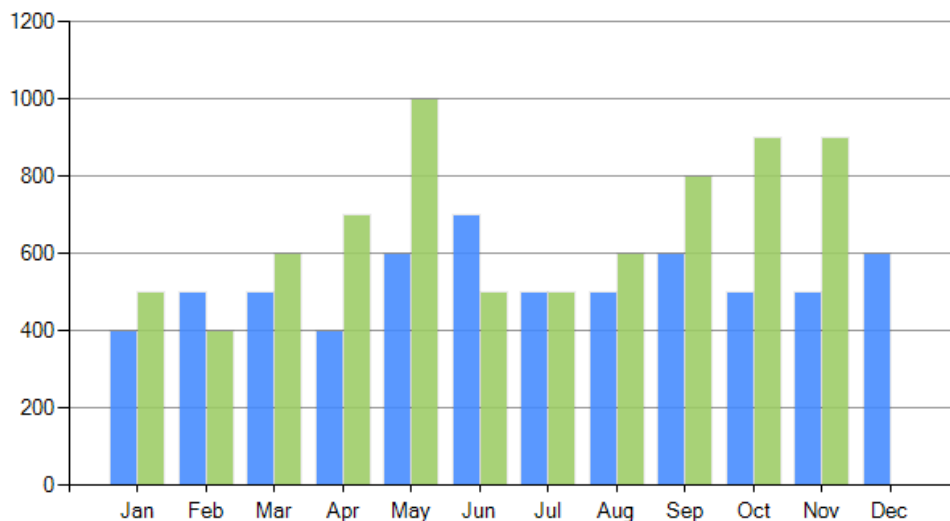
View Consumption For

Water

Consumption for Water

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Jan 2019 to Dec 2019	400	500	500	400	600	700	500	500	600	500	500	600
Jan 2020 to Dec 2020	500	400	600	700	1,000	500	500	600	800	900	900	

Jan 2019 to Dec 2019 Jan 2020 to Dec 2020



- 7) On this screen you will see your water history for the previous 2 years. Change to "View Consumption for Electric" to view a graph of your electric history. (Once we can read water meters with our Tantalus system, this screen will change and will look the same as the electric option below.)

View Consumption For Electric

- Daily Usage
- Monthly Usage

Daily Usage

Manage Alerts

Consumption Demand

Billing

Current Billing Period
Day 25 of Current Billing Period

Estimated Bill-To-Date
\$198.54

Meter Last Reported
01/14/2021 - 12:00 AM
Read: 12759.57

You used 140.51 kWh this week, which cost \$14.11 (\$17.72 less than last week's total)

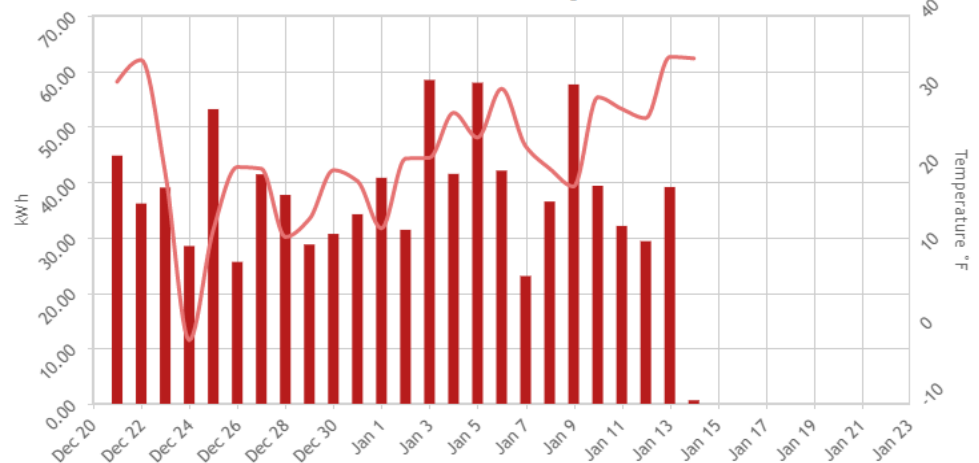
	This Week: 01/10 - 01/16	Last Week: 01/03 - 01/09
Cost	\$14.11	\$31.83
Usage	140.51 kWh	317.05 kWh

Daily Hourly Custom

< Dec 2020 Go

Unbilled Consumption
Date Range: 12/21/20 to 01/13/21

Usage Cost



- 8) Here you can manage alerts, click on a day in the bar graph to see your hourly usage, or see an estimated bill. This is an ESTIMATE and includes ONLY the electric portion of your bill and ONLY what you have used so far, it will continue to grow as you continue to use services. Water, wastewater, stormwater, etc. will be charged on top of this amount.