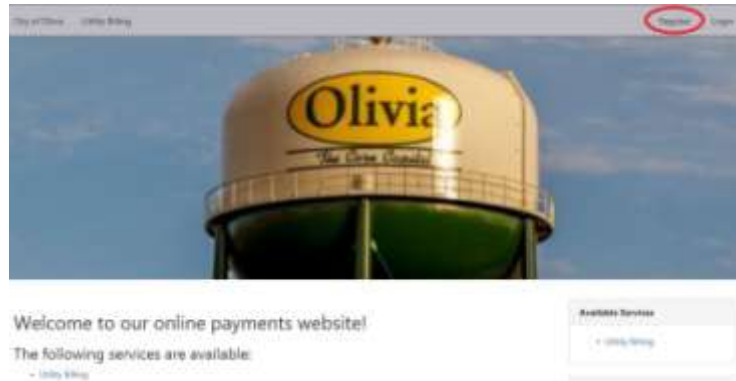


# How To Pay Your Utility Bill Online

Now you can pay your utility bill online! You can also look at your utility account history to see your past bills, payments, and utility consumption. To get started, simply go to the secure webpage at <https://www.municipalonlinepayments.com/oliviamn>.

1. The first time you visit the online payment page, you'll need to register as a member. Click the Register button at the top right corner.



2. At the member registration screen, enter your email address, name, phone number, and a password of your choosing. (Note: Only one email address can be used for each account.) Then, click the Create Member button, and go check your email inbox.

City of Olivia / Member Registration

## Member Registration

Already a member? [Login](#)

Email \*

Name \*

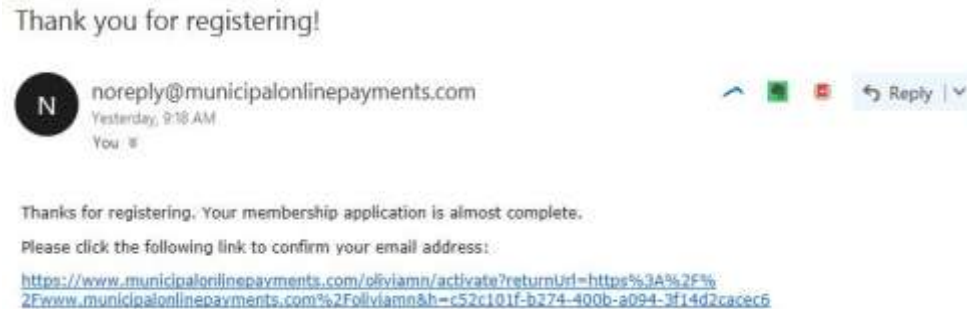
Phone Number

Password \*

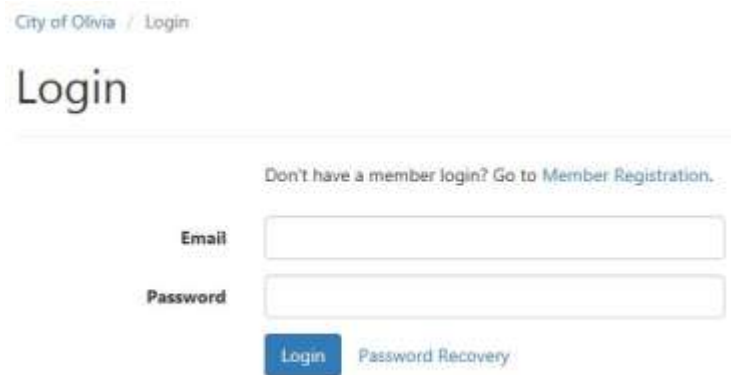
Confirm Password \*

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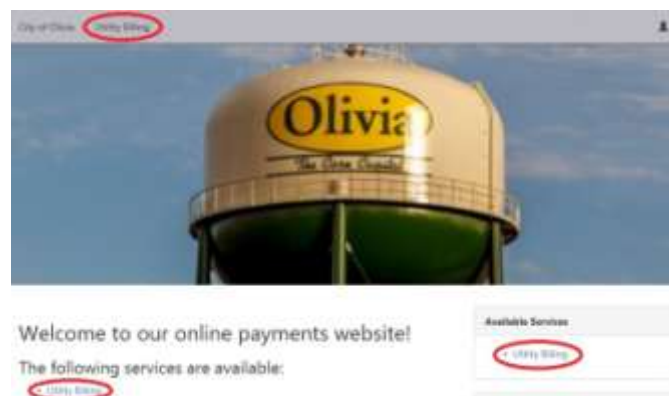
3. You will receive an email from “noreply@municipalonlinepayments.com” containing a link back to the online payment webpage. Click that link to confirm your email address and return to the online payments page.



4. Back at the online payments Login screen, you will be prompted again to enter your email address and the password you selected earlier. Then click Login.



5. At the next screen, click on any of the “Utility Billing” links.

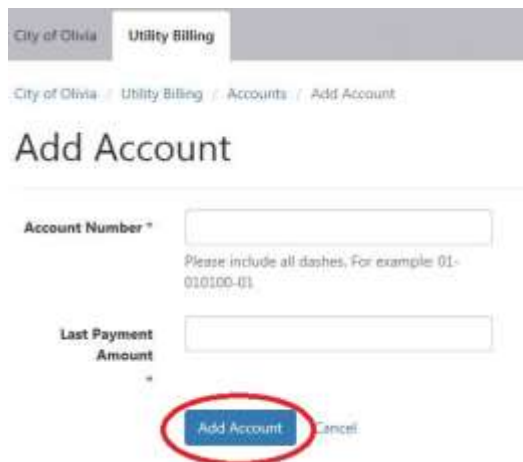


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6. Click the “Add an Account” button.



7. You will be prompted to enter your utility account number (including the dashes/hyphens) and the amount of the last payment you made. Then, click the Add Account button. If you have more than one account, you can enter the additional account(s) using the same process.

The screenshot shows the 'Add Account' form. At the top, there are navigation tabs for 'City of Olivia' and 'Utility Billing'. Below the tabs is a breadcrumb trail: 'City of Olivia / Utility Billing / Accounts / Add Account'. The main heading is 'Add Account'. The form has two input fields: 'Account Number \*' and 'Last Payment Amount \*'. Below the 'Account Number \*' field is a note: 'Please include all dashes, For example: 01-010100-01'. At the bottom of the form is a blue button labeled 'Add Account' and a grey button labeled 'Cancel'. The 'Add Account' button is circled in red.

This initial registration process and adding your account only needs to be done the first time you visit. On future visits, you'll simply click on Utility Billing, enter your Email address and the Password you set up in step 2 above. You can make a payment, or click on your account number to review your account history.

If you have any questions, feel free to call Susie or Greg at 320-523-2361.