

# ONLINE ACCOUNT & PAYMENTS

1. Open web browser and go to [www.BismarckND.gov](http://www.BismarckND.gov)



2. Click the "Online Payment" icon OR go to the menu and select "I Want To" and chose Pay My Utility Bill.

## Customer Dashboard

Already have an account?  
Please enter your email and password and click Login.  
If you are not enrolled yet, please [sign up now](#).

Email:

Password:

[Forgot Password?](#)

Need to make a payment in a hurry?  
To make a quick payment without enrolling click Pay Now.

VISA MasterCard DISCOVER e CHECK



Paymentus

3. From the Customer Dashboard, you can create an account by clicking "sign up now," or log in if you already have an account. You can also make a one-time quick payment by choosing "Pay Now."

Please enter all of the information below and click Sign Up.

My Profile Information

\* First Name:

\* Last Name:

\* Email Address:

\* Phone Number:  ( )  -  ext.

\* ZIP Code:

\* Language Preference:  English

Passwords must meet the following requirements:

- must be at least 10 characters in length
- must be alphanumeric and contain at least 1 number and 1 letter
- For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of numbers.

\* Password:

\* Re-enter password:

\* Security Question 1:

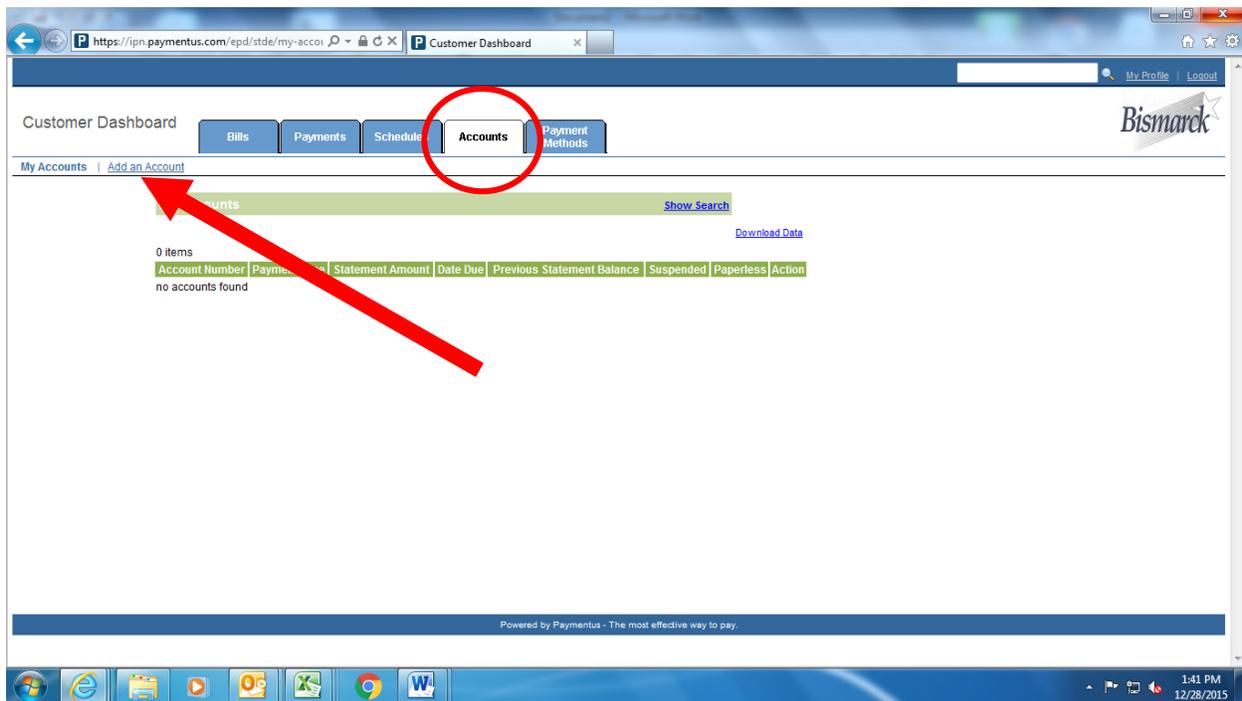
\* Security Answer 1:

\* Security Question 2:

\* Security Answer 2:

Powered by Paymentus - The most effective way to pay.

4. Once logged in, click on the "Accounts" tab and click "Add an Account."



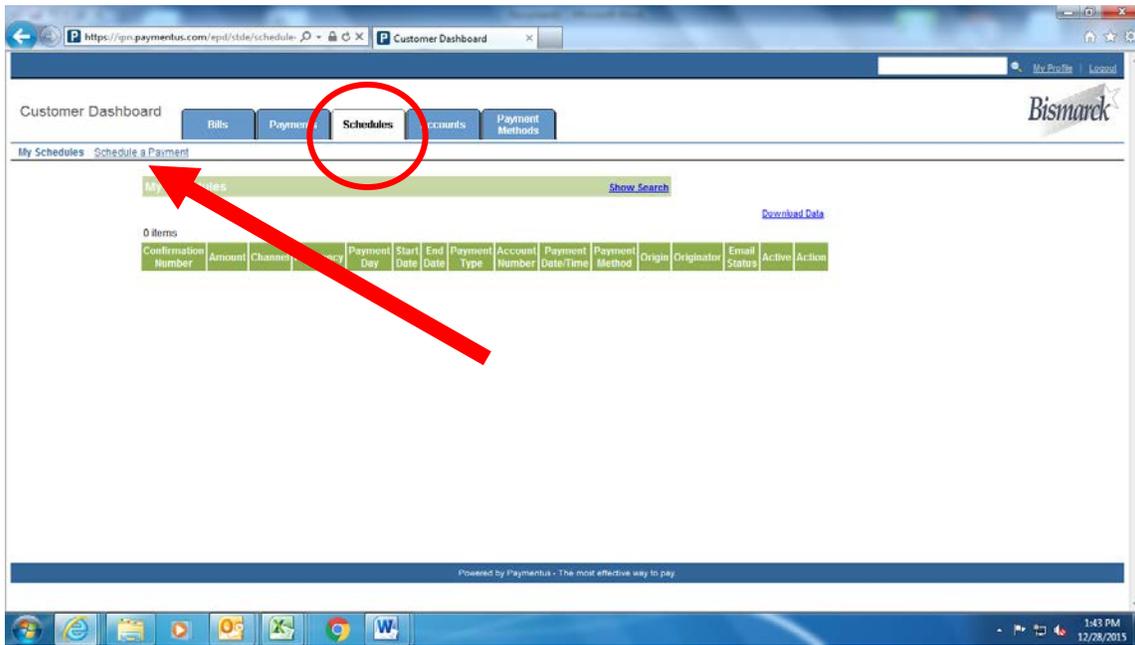
5. Complete the required fields. If you would like to continue to receive paper bills, DO NOT select the paper suppression checkbox. Click "Add" to access your utility bills online and receive email notifications.

A screenshot of the Bismarck Customer Dashboard showing the 'Add an Account' form. The 'Accounts' tab is selected. The form contains the following sections:

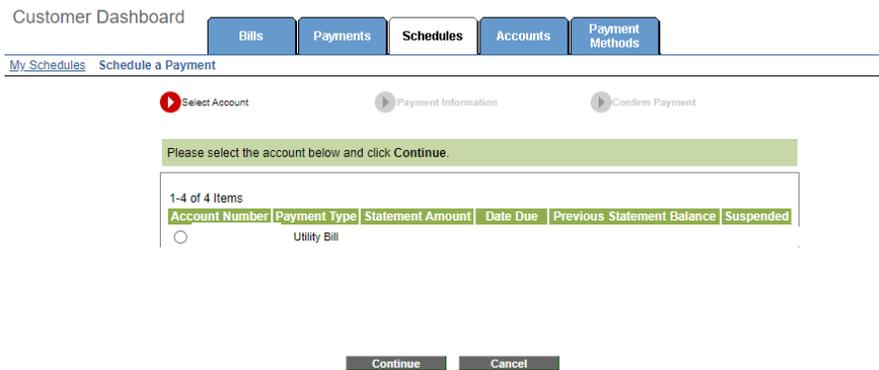
- Account Information**: Payment Type: Utility Bill (Consumer). Please enter your Water Billing Account Number, including the dashes, or hyphens. Account number: (#####-###) [input field].
- Read terms and conditions for paper suppression**:  select this checkbox and click submit to have your paper bill suppressed.
- E-Bill notification preferences**: Email notification for new bills enabled [checkbox].

At the bottom of the form are 'Add' and 'Cancel' buttons.

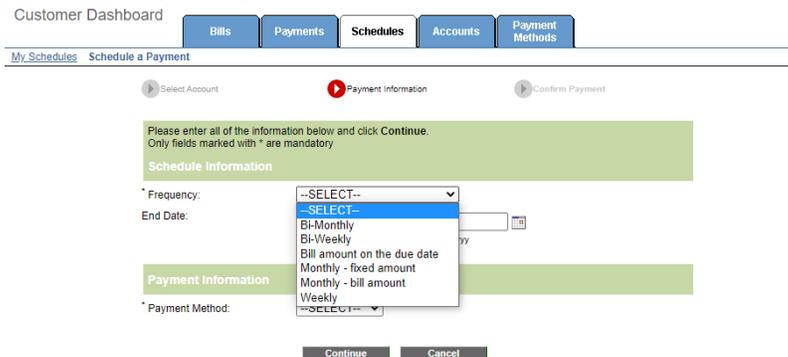
6. To view utility bills, select on the "Bills" tab.
7. To view Payments, select the "Payments" tab.
8. To updated a saved payment method (not auto pay method), select the "Payment Methods" tab. To update your auto pay method, please click the "Schedules" tab.
9. If you would like to set up RECURRING (auto pay) payments, select the "Schedules" tab and click "Schedule a Payment."



**10. Select your account number and click "Continue."**



**11. Select the Frequency - Bill Amount on the due date is recommended. The end date field may be left blank. Select your payment method and enter the required information. Click "Continue."**



**12. Verify that all the information is correct and click "Submit." You will receive a confirmation number if the auto pay information is set up successfully.**