



## Utility Bill Payment Options

[Online Payment\\*](#), Pay by Phone\*, Mail, Walk-In, or Local Drop Boxes.

\*Available through Paymentus Corporation, a third-party automated payment service, **at no additional cost to you.**

### Online Payment Options:

- One Time Payment
- Recurring Payment

**Credit and Debit Cards Accepted:** Visa, MasterCard, and Discover.  
Also accepts electronic check payments.

Having problems processing your Online Pay or accessing your online account?  
Contact Paymentus Customer Service 1-800-420-1663

### Online One Time Payment

1. Account Number: Enter your Utility Billing Account Number, including the dash/hyphen.  
*Example:* Your account number is 05005105-001.  
*Enter:* 0 5 0 0 5 1 0 5 - 0 0 1
2. Enter Payment information and submit payment.

### Online Recurring Payment

1. Set up an online profile using your email address and a password.
2. Once your online profile is created, log in to the Paymentus website, click on the "Accounts" tab then click on "Add an Account".
3. Account Number: Enter your Utility Billing Account Number, including the dash/hyphen.  
*Example:* Your account number is 05005105-001.  
*Enter:* 0 5 0 0 5 1 0 5 - 0 0 1
4. Click on the "Schedules" tab then click on "**Schedule a Payment**".
5. Follow the onscreen instructions.

\*Click [here](#) for detailed instructions if you have questions about online automatic payment setup.

### Pay by Phone Option

Dial: 701-355-1700, option 6.

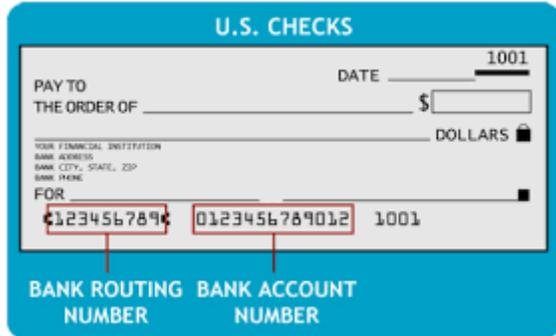
*Example:* Utility Billing Account Number: 05005105-001

- First set of digits use the account numbers before the dash.  
*Enter:* 0 5 0 0 5 1 0 5
- Second set use the account numbers after the dash..  
*Enter:* 0 0 1
- Billing Zip Code
- Amount of payment you will make. Use the \* key for the decimal point.  
*Example:* Amount due on water bill is \$46.05  
*Enter:* 4 6 \* 0 5
- Credit/debit card number including the security code on the back of the card, or check routing number and account number.

## Bank Draft Payment Option

### Recurring Payments:

Mail the [Checking Automatic Payment Form](#) with voided check attached to:  
City of Bismarck Utility Billing  
PO Box 5555  
Bismarck ND 58506-5555



## Mail Payment

City of Bismarck Utility Billing  
PO Box 5555  
Bismarck ND 58506-5555

## Walk-In Payment Option

City of Bismarck Utility Billing Office  
601 S. 26th St.  
Bismarck ND 58504  
Phone: (701) 355-1700, Ext. 1

### Business Hours:

Monday - Friday from 8:00 am - 5:00 pm  
Offices are closed the first Tuesday of the month at 4:30 pm and [City Holidays](#).

## Drop Box Locations

- Family Fare Grocery Stores:
  - 835 S. Washington St.
  - 1190 W. Turnpike Ave.
  - 3103 Yorktown Dr.
- Capitol Building (600 E Boulevard Ave. - near mail room)
- Public Works Building (601 S. 26th St.) - drive up box