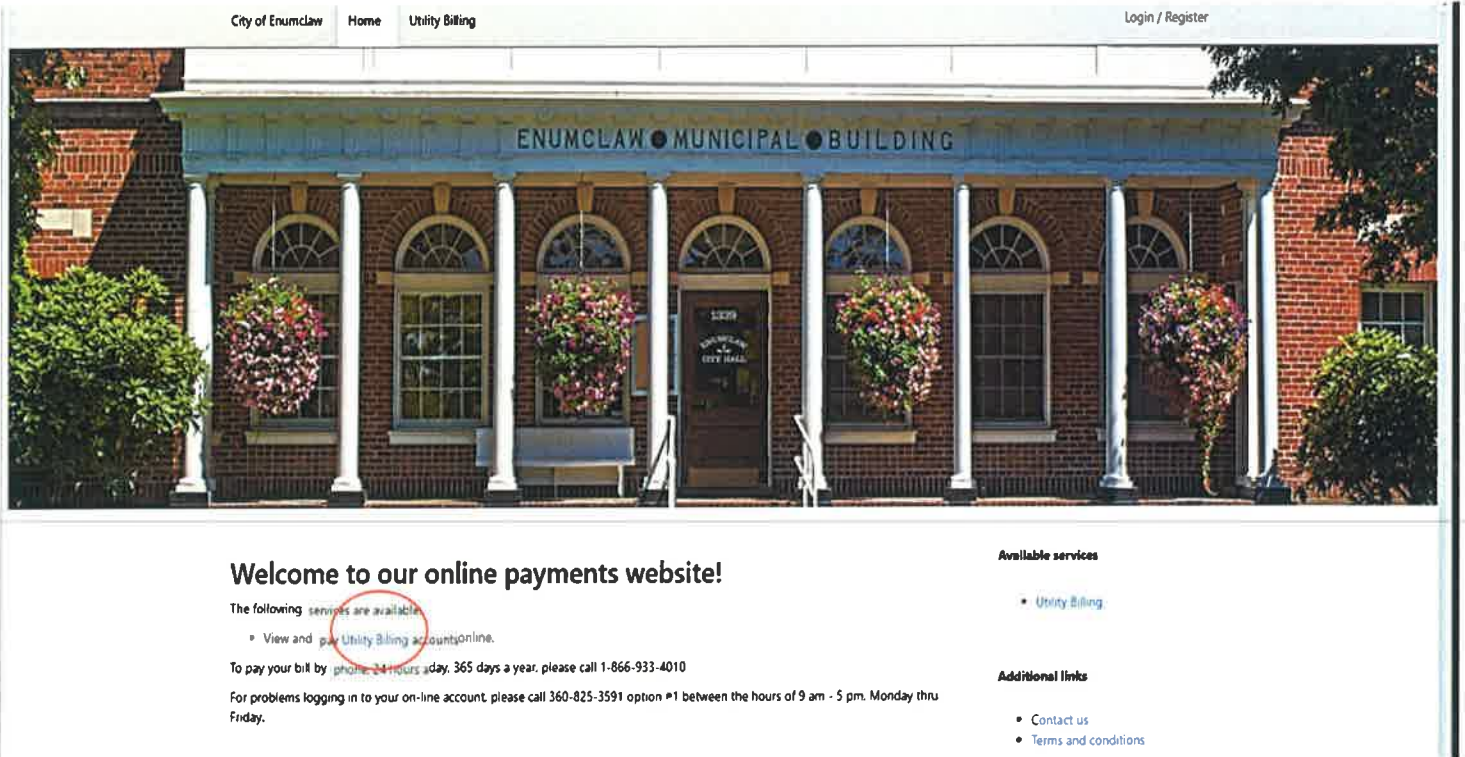


To SET UP AN ACCOUNT or LOGIN:

1. [Click here](#) and select *Utility Billing* highlighted in BLUE



The screenshot shows the top navigation bar with 'City of Enumclaw', 'Home', and 'Utility Billing' (highlighted in blue). The main header features a photograph of the Enumclaw Municipal Building. Below the photo, the text reads 'Welcome to our online payments website!'. A red circle highlights the word 'services' in the sentence 'The following services are available:'. Below this, a list of services includes 'View and pay Utility Billing accounts online'. To the right, under 'Available services', 'Utility Billing' is listed with a blue bullet point. Under 'Additional links', 'Contact us' and 'Terms and conditions' are listed with blue bullet points.

- a. If you have not created a Member Profile, [click here](#) and enter your information to complete that registration first. Once you click on *Register*, you will be sent a confirmation email. You will have to click through in order to confirm your email address and finalize your registration. Sometimes the email may end up in your Spam folder.



Register

Email (required)

Password (required)
Name
Phone number

Already have an account? [Login](#)

b. If you have a login [Click Here](#) and log in using your email and password



Login

Email address

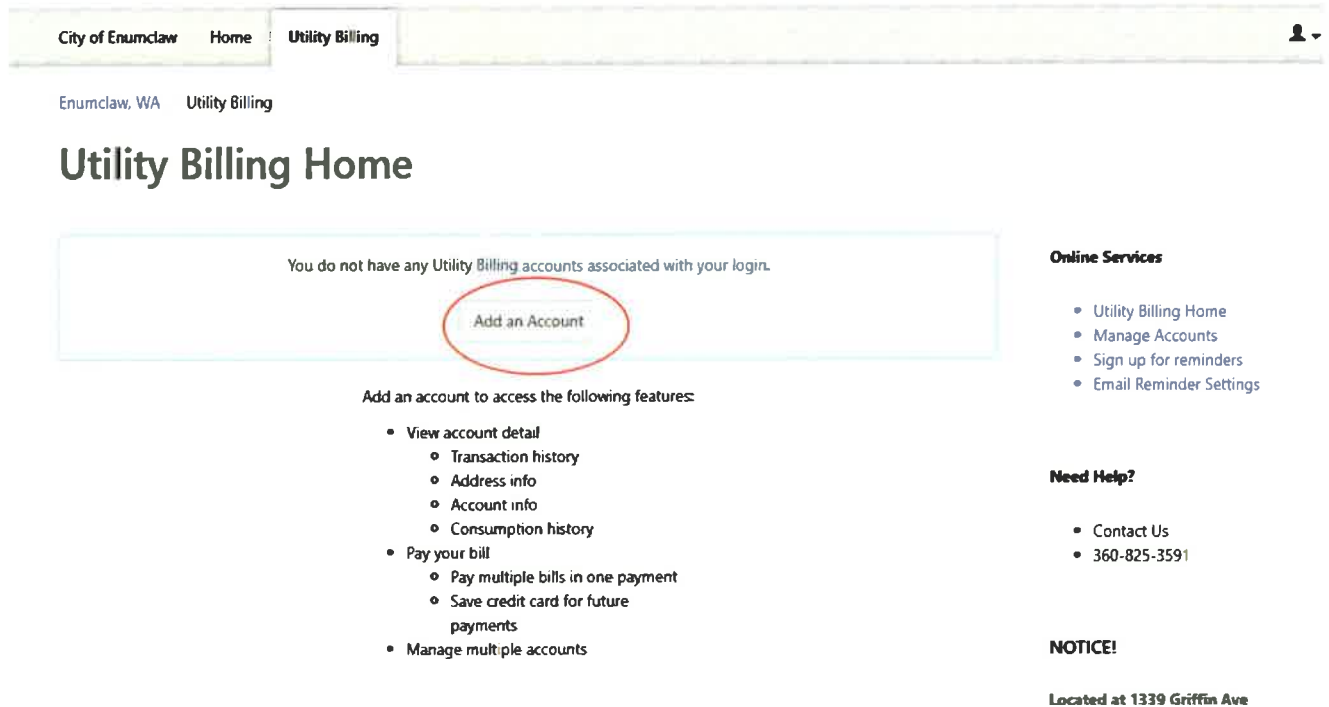
Password

Login

[Forgot password?](#)

Don't have an account? [Register](#)

2. You will see a screen with **Utility Billing Home**



City of Enumclaw Home Utility Billing

Enumclaw, WA Utility Billing

Utility Billing Home

You do not have any Utility Billing accounts associated with your login.

[Add an Account](#)

Add an account to access the following features:

- View account detail
 - Transaction history
 - Address info
 - Account info
 - Consumption history
- Pay your bill
 - Pay multiple bills in one payment
 - Save credit card for future payments
- Manage multiple accounts

Online Services

- Utility Billing Home
- Manage Accounts
- Sign up for reminders
- Email Reminder Settings

Need Help?


- Contact Us
- 360-825-3591

NOTICE!

Located at 1339 Griffin Ave

3. Click on *Add Account*

4. Type in your account number ****_****_**** and your last payment amount of **\$**.****

City of Enumclaw Home **Utility Billing** 

Enumclaw, WA Utility Billing Accounts Add Account

Add Account

Account Number *
Please include all dashes. For example: 01-0101-01

Last Payment Amount *

[Add Account](#) [Cancel](#)

Online Services

- Utility Billing Home
- Manage Accounts
- Sign up for reminders
- Email Reminder Settings

Need Help?

For **AUTO PAY (automatic withdrawal once a month)**:

1. Make sure you have logged in
2. Click on *Pay Account* in the blue box on the main *Utility Billing Screen* (within the dropdown next to the head icon in the upper right corner of the page)

Add Account

Pay

[Pay Account](#) ▾

[Pay Now](#)

[Schedule Payment](#)

[Enroll in Auto Pay](#)

- a. Click on *Enroll In Auto Pay*

- The *Quick Pay* screen will appear, type in your account number ****_****_**** and your last payment amount of **\$**.****

The screenshot shows the 'Quick Pay' web interface. At the top, there is a navigation bar with 'City of Enumclaw', 'Home', 'Utility Billing', and 'Login / Register'. Below this is a breadcrumb trail: 'Enumclaw, WA > Utility Billing > Quick Pay'. The main heading is 'Quick Pay'. There are two input fields: 'Account Number *' and 'Last Payment Amount'. The 'Account Number' field has a placeholder text: 'Please include all dashes. For example: 01-0101-01'. Below the 'Last Payment Amount' field is a blue 'Continue' button with a right-pointing arrow. On the right side, there are two sections: 'Online Services' with a list of links: 'Utility Billing Home', 'Quick Pay', 'Manage Accounts', 'Sign up for reminders', and 'Email Reminder Settings'; and 'Need Help?' with a list of links: 'Contact Us' and '360-825-3591'.

- Enter your card or account information to make a payment
 - Click on *confirm payment*

For **PAY BY PHONE**:

Call **866-933-4010**

The automated system will ask:

- For *payment*: PRESS 1
- Enter your *utility account number*: ****_****_** (This will be 8 digits long)** If you do not have your **account number, call us during business hours at 360-615-5605 to retrieve account information**
- Proceed by *verifying your account number*: PRESS 1 CORRECT
- Proceed by *entering the house number*: verify house number by PRESS 1 FOR CORRECT
- Proceed by *entering payment amount*: verify amount is correct by PRESS 1 FOR CORRECT
- Proceed to *inserting payment information*: Confirm payment information and PRESS 1 FOR CONFIRMATION of payment