

# How to Add Account(s)

1

Select **Pay your Bill Online** On My Utility Account page and you will be taken to Invoice Cloud's secure website to process your payment.

The screenshot shows the 'My Utility Account' page for the City of Bellevue. The page has a blue header with the title 'My Utility Account' and a navigation menu with various languages. Below the header, there are several sections: 'Utilities' with a list of links, 'About Utilities Online Billing' with a list of features, and 'Utilities New Online Billing System is Available' with a note. A red box highlights the 'Pay Your Bill Online' button, with a red arrow pointing to it from the left.

2

**To locate your account**, enter your account number, first or last name (or business name) and mailing ZIP code and follow payment instructions to complete credit card payment. If you do not have your account number, call 425-452-6973 for assistance

## Locate Your Account

### Utility Payment

Register new account or use Quick Pay to make a payment without setting up an account. Required fields are marked with a \*.

[Need help finding your invoice?](#)

The screenshot shows the 'Locate Your Account' form. It has three input fields: 'Account Number \*', 'First Name OR Last Name \*', and 'Mailing Address Zip Code \*'. A red box highlights these three fields, and a red arrow points down to the box from above.

3

Find your account invoice(s) and click **Register Your Account**. Then, provide an email address and set a password for your account and select **Complete Registration**.


Password Tips: To ensure the security of your account, please create a unique password with a minimum of 12 characters, upper/lower case letters, numbers and symbols.

## Search Results

Select invoice(s) below to register your account or make a one-time payment by adding to your cart. Already have an account? Sign In at the top of the page. Need to find another invoice? Click [here](#) if you would like to search again.

Select	Bill #	Account #	Owner Name	Due Date	Balance Due	
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	<a href="#">View Invoice</a> <a href="#">Related Invoices</a> <a href="#">Remind Me</a>

+ Add Selected Invoices to Your Cart

 Register your account

## Register

Please fill out this form to complete your registration. All required fields are marked with a \*.  
[Need to link accounts?](#)

Account #: \*

XXXXXXXX

Email Address \*

Email Address

Confirm Email Address \*


Confirm Email Address

Create Password \*

Create Password

Confirm Password \*

Confirm Password

 I would like to sign up for Paperless

To ensure the security of your account, please create a unique password with a minimum of 12 characters, upper/lower case letters, numbers and symbols. Avoid reusing a password from other accounts and using familiar words, places, products, or your name or birthdate.. [Click to view Terms and Conditions](#)

Complete Registration >

4

Add additional accounts. While in your account, select **Your Accounts At A Glance** and follow these steps:

- Click **Manage My Accounts**
- Click **Add Account**
- Locate your additional account
- Select the account and click **Add to my profile**

Note: You will need to repeat this step for each additional account number

**Your Accounts At A Glance**

I Want To...

Pay My Invoices >

**Manage My Accounts >**

**Manage Accounts**

**+ Add Account**

*The accounts that have been added to your profile are displayed below. You may open each one to configure settings.*

	Customer Name	Address	Account Number	Email Address
+	XXXXX	XXXXX	XXXXX	XXXXX

**Add Accounts to Profile**

*We found the following account(s). Please select one or more accounts to add to your profile.*

Select	Customer Name	Address	Account Number
<input checked="" type="checkbox"/>	XXXXXXXX	XXXXXXXX	XXXXXXXX

**Add to my profile**

Once the accounts are added to the profile they will have the mailing address listed not the service address.



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6932 (voice) or email [utilities@bellevuewa.gov](mailto:utilities@bellevuewa.gov). For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov).

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