

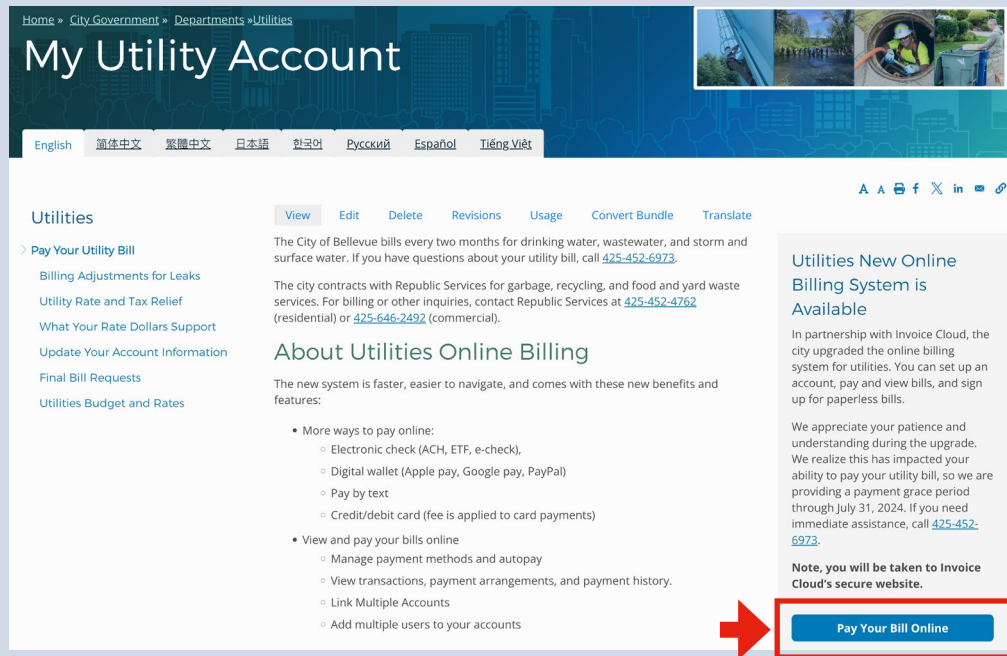
How to Set up Autopay

If you already registered your new account, log into the new billing system to set up autopay using a checking account card or a bank card, and skip to steps 4 and 5.

If you have not registered your new account, follow these steps.

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.



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?](#)

↓

Account Number *	First Name OR Last Name *	Mailing Address Zip Code *
<input type="text" value="Account Number"/>	<input type="text" value="First Name OR Last Name"/>	<input type="text" value="Mailing Address Zip Code"/>

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	View Invoice Related Invoices Remind Me


[+ 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 #: *

Email Address *	Confirm Email Address *
<input type="text" value="Email Address"/>	<input type="text" value="Confirm Email Address"/>
Create Password *	Confirm Password *
<input type="text" value="Create Password"/>	<input type="text" value="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


Select **AutoPay** and then select and **Add a new payment method** using either a checking account card or a bank card.

Your Account At A Glance

I Want To...

[Pay My Invoices >](#)

[Manage My Accounts >](#)

 [AutoPay](#) ⓧ Not Enrolled >

[Paperless](#) ⓧ Not Enrolled >

[Pay By Text](#) ⓧ Not Enrolled >

AutoPay

Manage


[View Fees Disclosure](#)

You can sign up for AutoPay by credit card (fees will apply) or by Checking Account (no fees). AutoPay will automatically pay invoices on their due date using your default autopay method. AutoPay will send you an email confirmation of your transaction as each invoice is paid.

 [Please add a new Payment Method before signing up for AutoPay by clicking here.](#)

Saved Payment Methods

Manage your Payment Methods

- [+ Add New Credit/Debit Card](#)
 - [+ Add New Bank](#)
- 

5

In My profile select **Autopay** and then **Save this AutoPay Setup**

New AutoPay Setup

Registering for AutoPay will void any prior scheduled payments. In order to prevent duplicate transactions, any scheduled payments which are pending for this account will be cancelled AutoPay will then pay invoices on their due date using your default payment method.

Select an Account *

#0000 - First Last Name

Invoice Type *

Utility

Use this payment method *

Visa ending in 4363

AutoPay Status *

Yes, put me on AutoPay. By enabling AutoPay, I agree to the [Invoice Cloud Terms and Conditions](#).

No, I do not want AutoPay

Standard service fees may be applied if applicable. Please view our [Fees Disclosure](#) for more information.

✓ Save this AutoPay Setup



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. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

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