

How to Make a One-Time Payment

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. The main navigation bar includes 'Home', 'City Government', and 'Departments » Utilities'. Below the header, there are language options: English, 简体中文, 繁體中文, 日本語, 한국어, Русский, Español, and Tiếng Việt. The page content is divided into sections: 'Utilities' with a list of links like 'Pay Your Utility Bill', 'Billing Adjustments for Leaks', etc.; 'About Utilities Online Billing' with a list of payment methods; and 'Utilities New Online Billing System is Available' with a note that users will be taken to Invoice Cloud's secure website. A red box highlights the 'Pay Your Bill Online' button, with a red arrow pointing to it from the left.

2

Enter your account number, first or last name, or business name and mailing ZIP code and select **Search Invoices** to locate your account.

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 form contains three input fields: 'Account Number *', 'First Name OR Last Name *', and 'Mailing Address Zip Code *'. A red arrow points down to these fields.

3

Select the account invoice(s) and then select **Add Selected Invoices to Your Cart**.

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](#)

4

Confirm selected invoice and select **Proceed to Payment**.

A convenience fee of 2.95% will be applied to all payments when you use a bank card to pay your bill. A NO FEE option via e-check is available. Set up your payment preferences in your online account or by contacting customer service.

Please review your selection

Please confirm your selections below. Click on Proceed to Payment when you are ready to pay.

A convenience fee of 2.95% will be applied to all payments when you use a bank card to pay your bill. A NO FEE option via e-check is available. Set up your payment preferences in your online account or by contacting customer service.

Type - Utility

Type	Account #	Invoice #	Due Date	Balance Due	Options
Utility	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	View Invoice

Subtotal (1 Items) XXXXXXXX

Not including any applicable service fees.

Proceed to Payment >

Additional Options

[I Want To Register This Account](#)

[I Want To Find More Invoices](#)

5

Select payment method and amount and then select **Continue to Payment Information** to complete your payment.

Payment Options

Payment Information

Review Payment

How would you like to pay?

If your water service was disconnected, please pay your bill here and call (425) 452-6973 to have your water service reconnected.

EFT (Check) ▾



How much would you like to pay?

Pay Other Amount

Account #2008563	Amount *
REQUIREMENTS	\$ 0.00

Continue to Payment Information >

Payment Summary

Invoice #	Amount
UB8590921-04302024 - View	XXXXXXXX
SUBTOTAL	XXXXXXXX
SERVICE FEE *	XXXXXXXX
GRAND TOTAL	XXXXXXXX

*A non-refundable service fee of \$0.00 is included in your total.



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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