



## **City of San Marcos Recurring Credit Card/Debit Card/e-Check Utility Payment**

Selecting this utility payment option will allow the City Utility Division to charge your balance/payment to your chosen payment method monthly.

### **Benefits:**

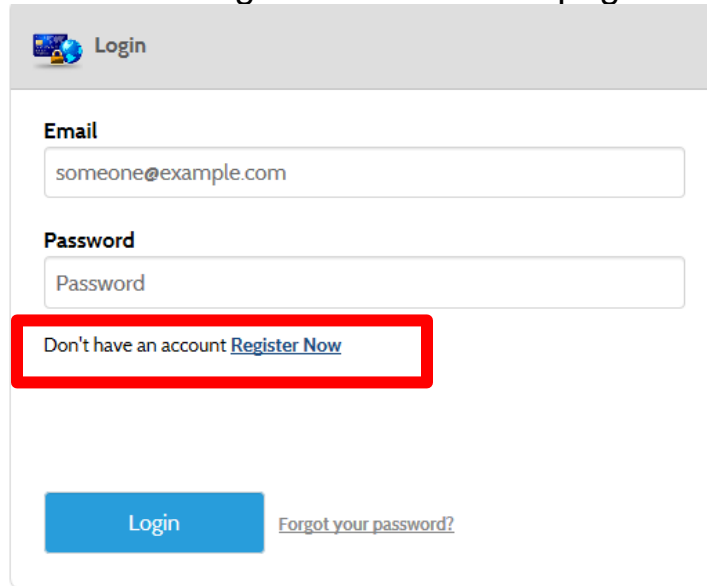
- You will not have to contact the City Utility Division, go online, call in or go to any location to pay your monthly bill.
- Payment will be applied to your card or drawn from your bank account each month on the account due date.
- Your card number or bank account information will be protected and not viewable to anyone including City staff.

### **What you need to Sign Up:**

- You will need to setup online access with our payment processor. The link and set up instructions are provided below.
- You will need your account number for your City of San Marcos Utility Bill.
- Your credit/debit card or bank account number and bank routing number.
- An email address you want attached to your account

## How to sign up for the monthly Recurring Payment of your City of San Marcos Utility Account:

1. Access [Payment Portal Here](#)
2. Select 'Register Now' Link on the right side of the web page



The screenshot shows a login form titled "Login" with a globe icon. It contains two input fields: "Email" with the placeholder "someone@example.com" and "Password" with the placeholder "Password". Below the password field, the text "Don't have an account [Register Now](#)" is highlighted with a red rectangular border. At the bottom, there is a blue "Login" button and a link "Forgot your password?".

3. Enter all information and click 'Enroll'
  - a. Email Address
  - b. Password and Re-Enter
  - c. First and Last Name
  - d. Zip Code and Phone Number
  - e. Select and Answer 2 security Questions – used for forgot password retrieval



Please enter all of the information below



### New Account Information

#### Email Address

#### Passwords must meet the following requirements:

- must be at least 8 characters in length
- must contain at least one number and 1 alpha
- only alphanumeric characters are allowed

For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of numbers.

#### Password

#### Re-enter password

#### First Name

#### Last Name

#### ZIP Code

#### Phone Number

#### Security Question 1

#### Security Answer 1

#### Security Question 2

#### Security Answer 2

4. Click the button to 'Add Account' to your login. Enter your account number without dashes (e.g. 001-23456789-12 enter as 2345678912), check the box to agree to the terms and conditions and click 'Add Account'

Add Account

Account Information

Payment Type

Utility Bill

Please enter your Account number without the first three digits or the dashes. For example if your Account Number is 001-1234567-89, please enter 123456789.

Account Number

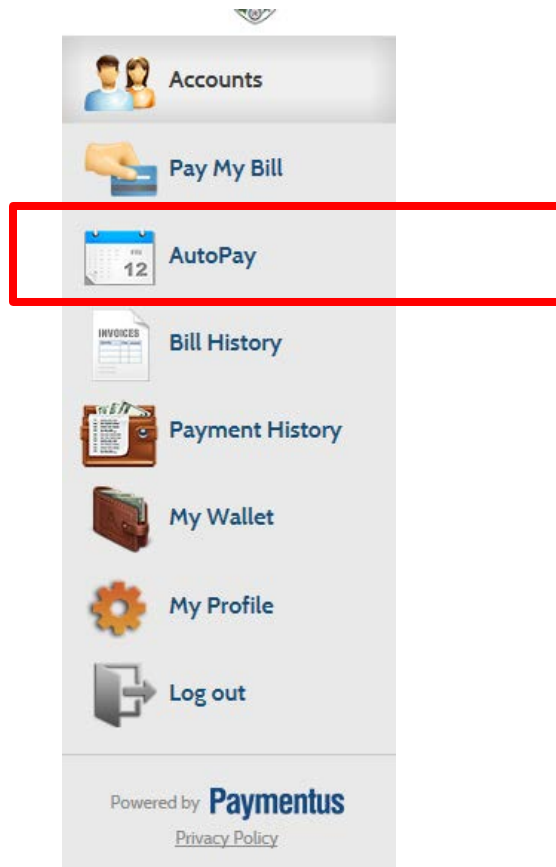
Terms & Conditions

[Read the Terms & Conditions](#)

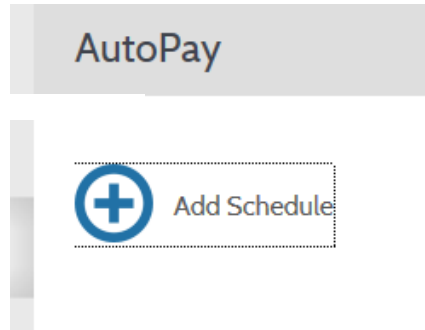
I agree to the Terms & Conditions.

Back to Accounts Add Account

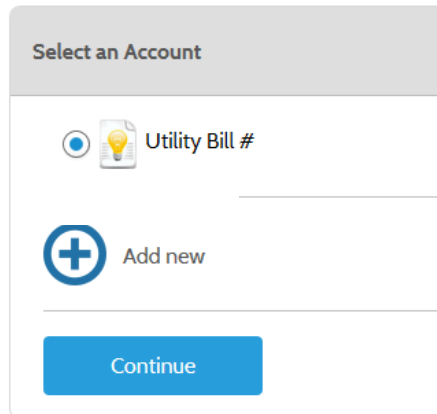
5. Click the 'Auto Pay' button to set up recurring payment schedule



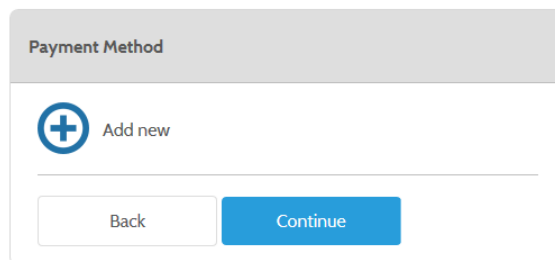
a. Click Add Schedule



b. Select Utility Account and click Continue



6. Click 'Add New' in the Payment Method section to enter a new credit card, debit card or e-check information and click 'Continue'



### Add Payment Method ✕

**Credit** Debit E-Check

**VISA** **MasterCard** **DISCOVER NETWORKS**

**Card Number** ?  
Card number CVV

**Expiration Date**  
MM  YY

**Card Holder Name**  
Card holder name

7. Select payment frequency. You can also select an optional end date for the schedule. To finish the payment schedule setup, click 'Confirm Schedule'

### Payment Details

**Frequency**

On the due date of each bill

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Please note that a payment for the amount on the bill will be processed each month on the due date up to the maximum amount.

**End Date (Optional)**

Select end date

8. You will receive an email confirming your scheduled payment has been set up.