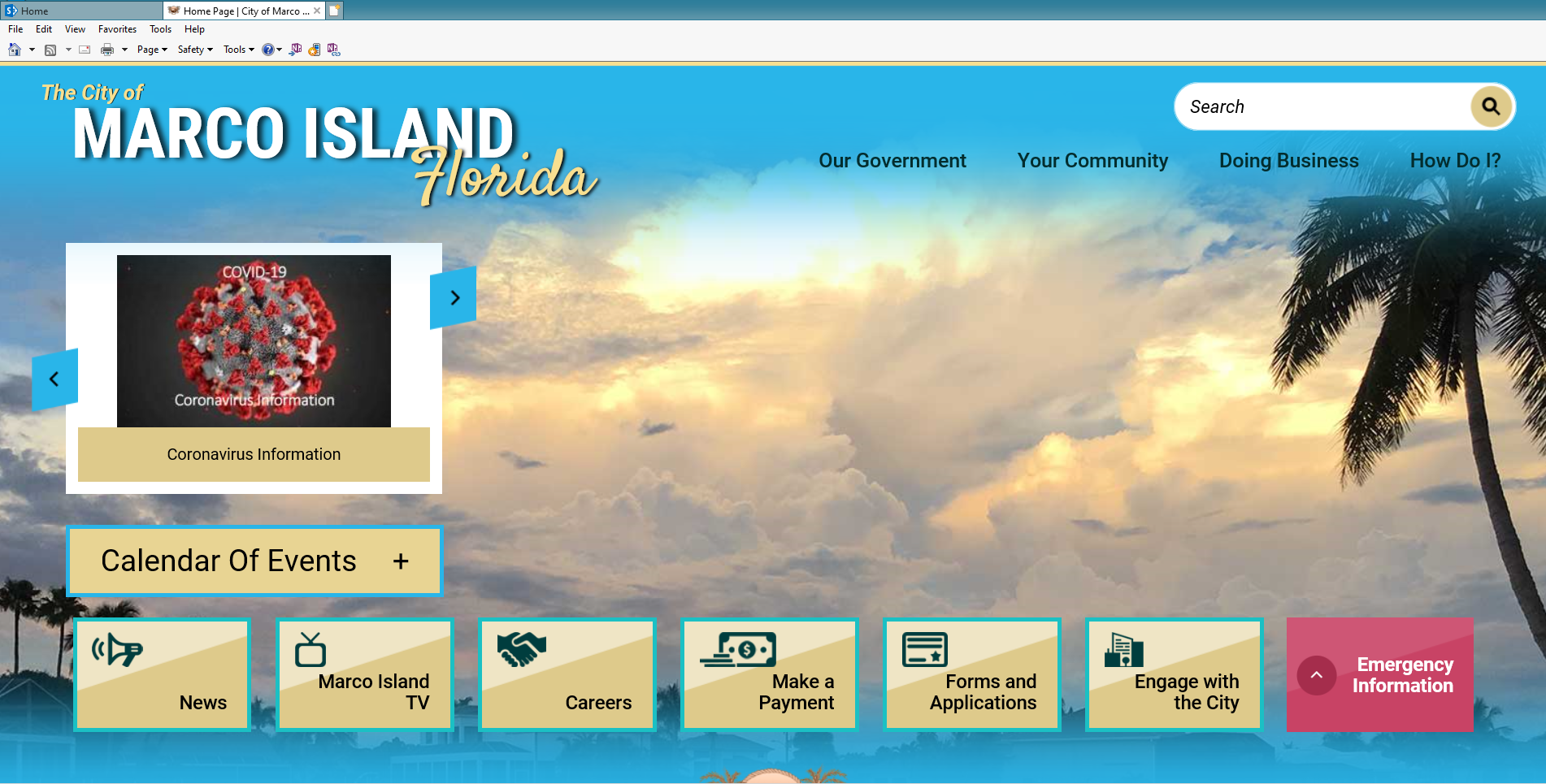
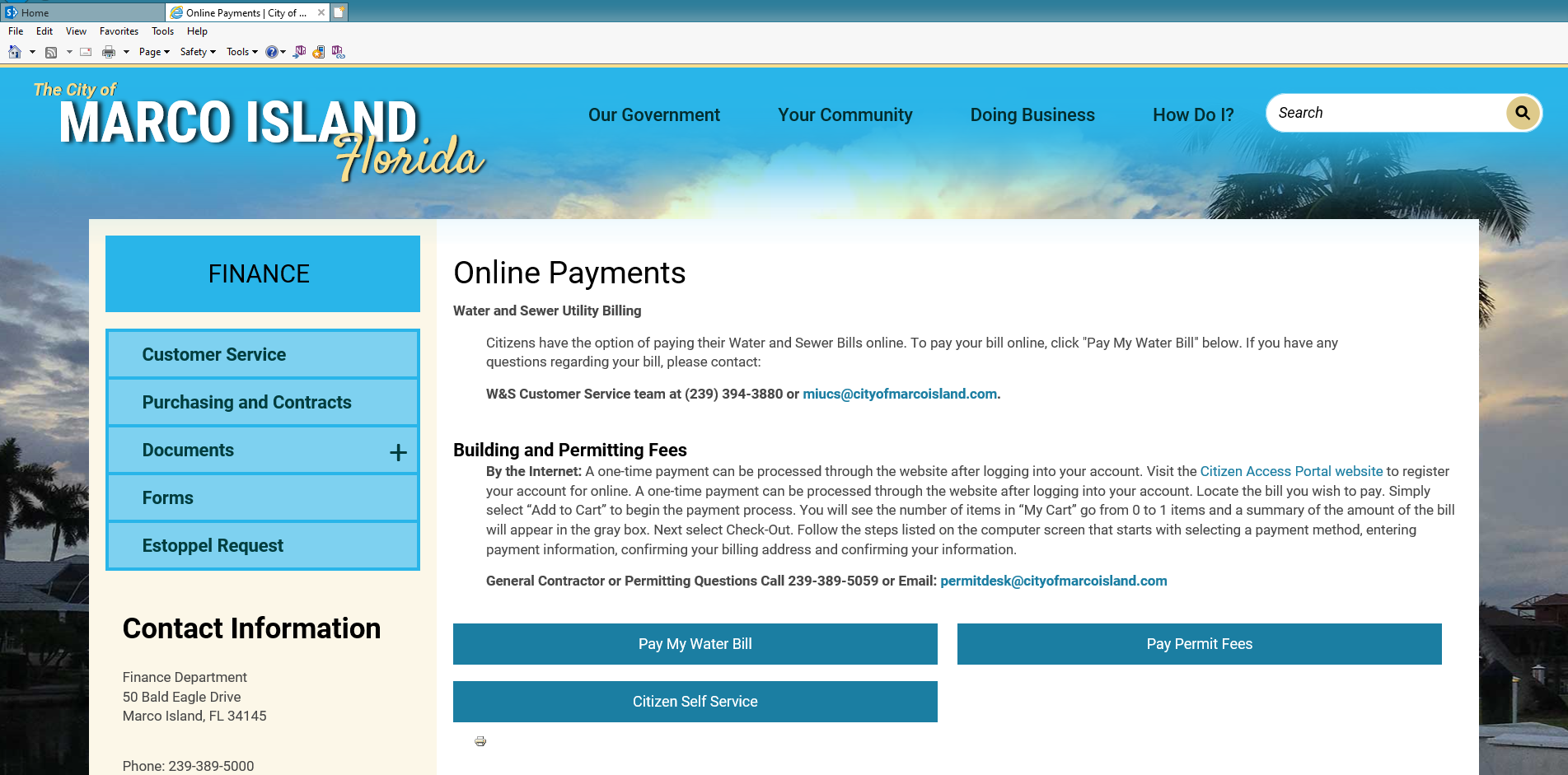
**Setting Up Online Billing Paying/Linking Account**

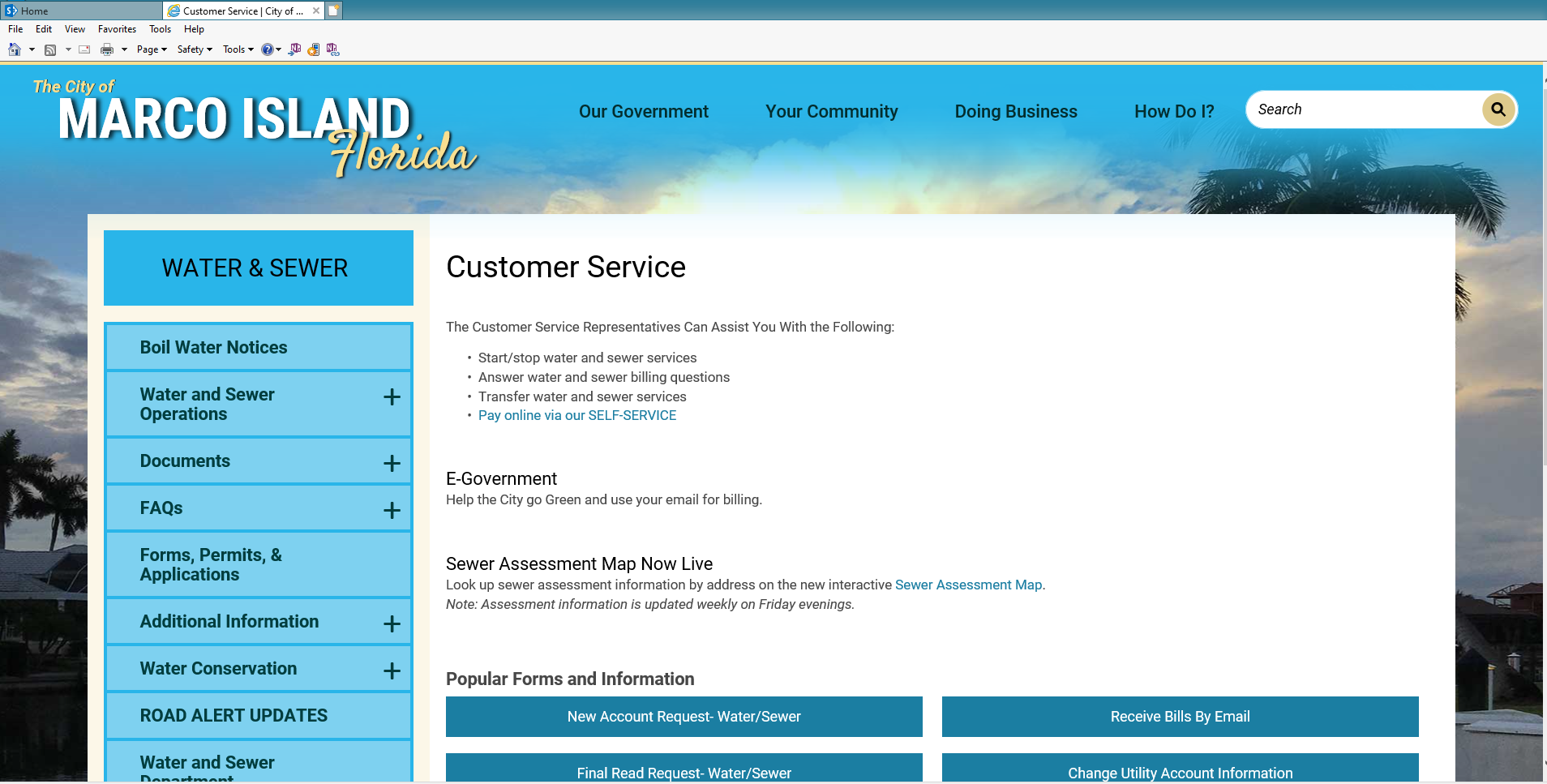
1. Go to the City’s Website [www.cityofmarcoisland.com](http://www.cityofmarcoisland.com)



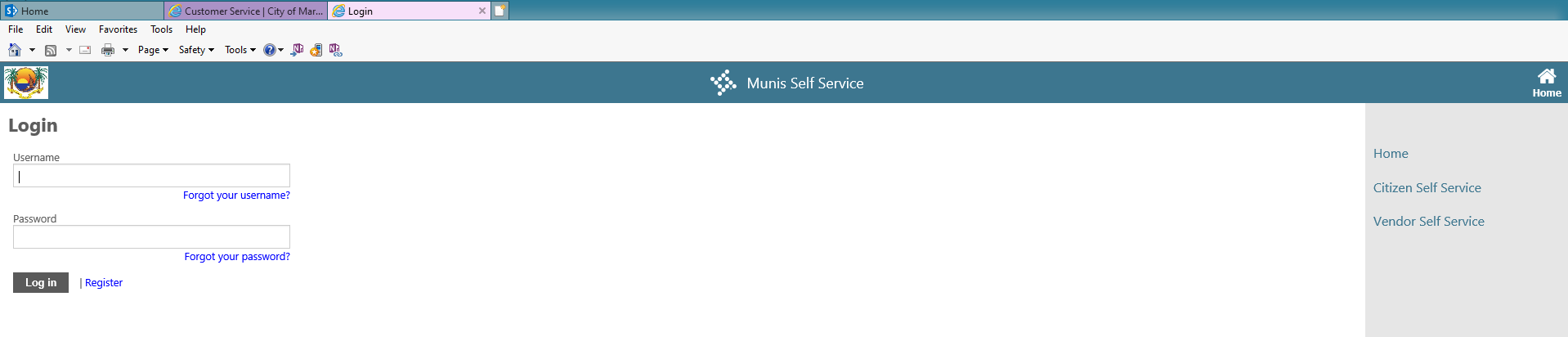
1. Click on link “Make a Payment”
2. Click on link “Pay May Water Bill”



1. Click on link “Pay online via our SELF-SERVICE”



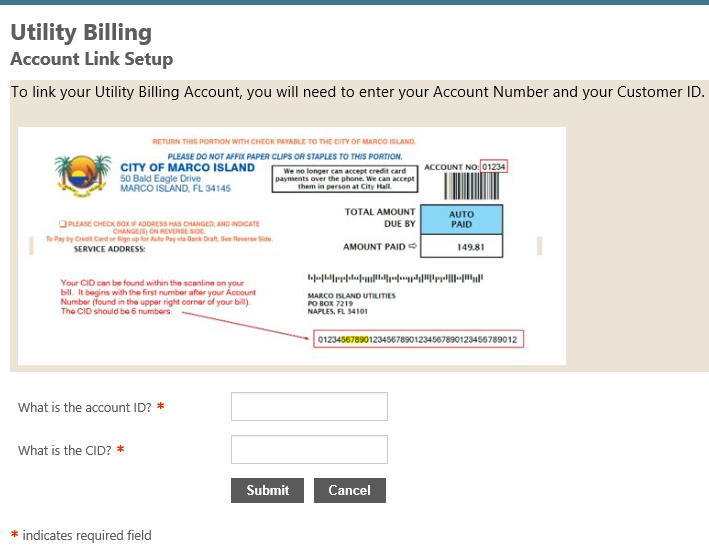
1. Click on link “Register”



1. Create your own unique User ID, Password, Password Hint, etc., click Save
2. On the right hand side under Citizen Self Service click on “Utility Billing”
3. Next to Utility Billing Accounts – Click “Link to Account”



1. Enter your 5 digit Account ID
2. Enter your 6 digit Customer Identification (CID)
3. Click Submit

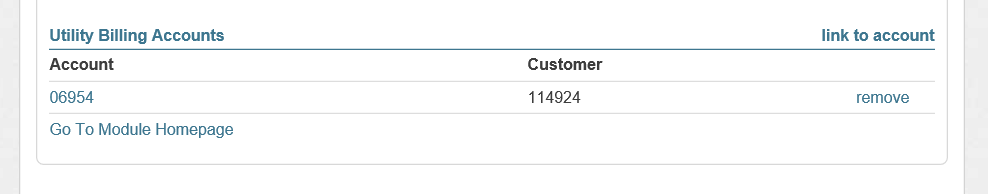


1. Your account should now be listed under Utility Billing Accounts
2. Click “Link to Account” to link another account, follow steps 8-11 above.

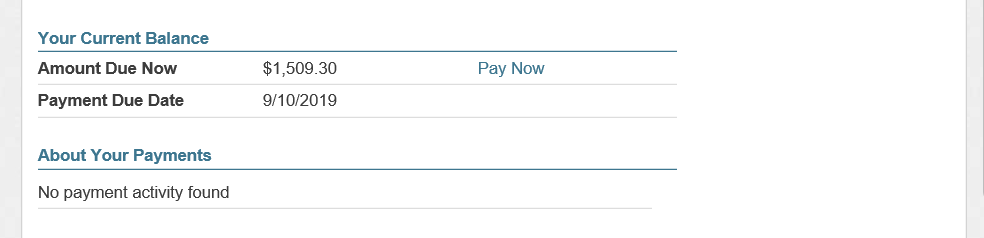
**Paying Online**

After you have gone through the steps to register and link your account

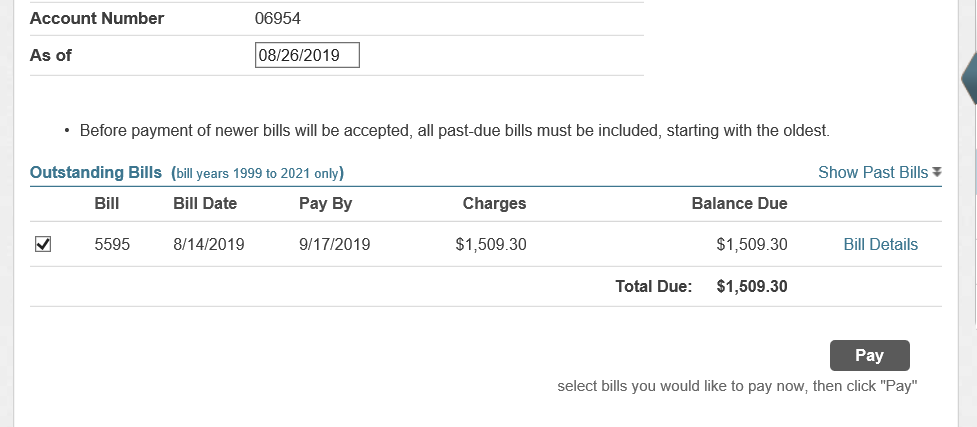
1. Click on your account number (number in blue)



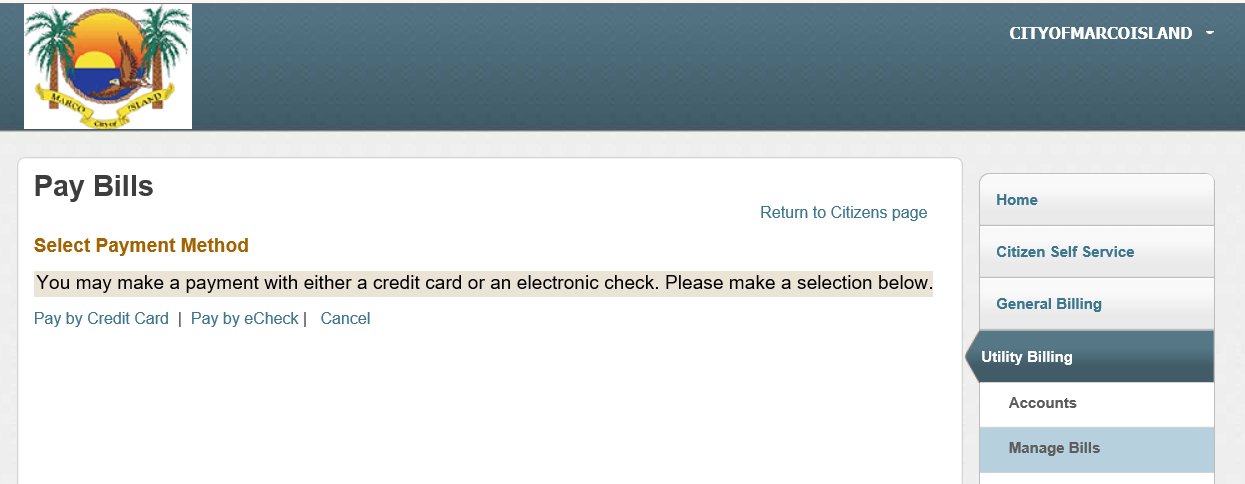
1. In the “Your Current Balance” field click “Pay Now”



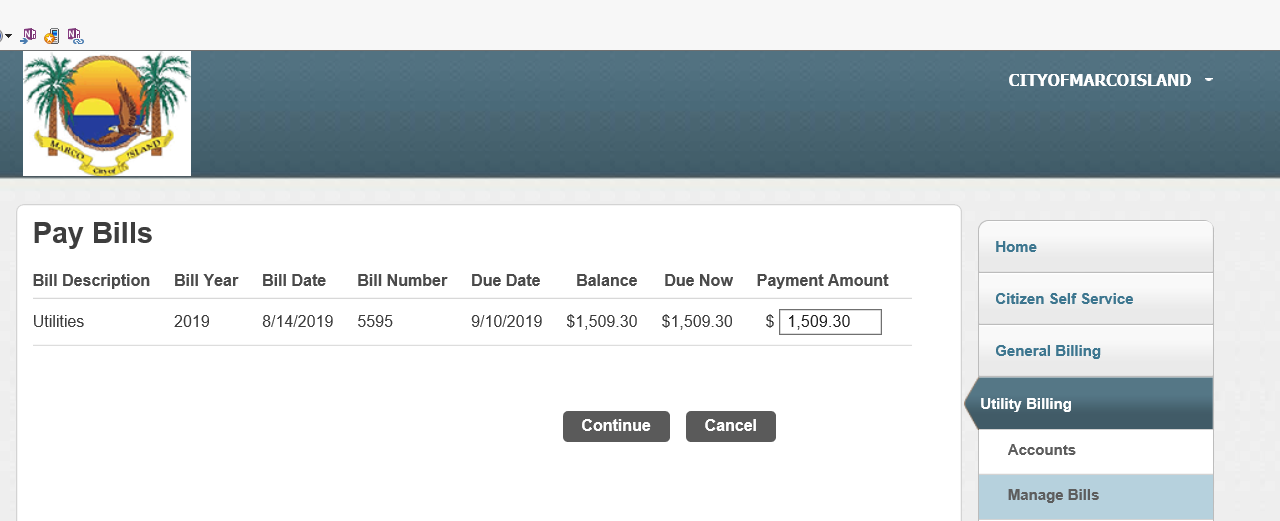
1. Check off the bill(s) you wish to pay then click “Pay”



1. Select your Payment Method – Credit Card or eCheck



1. Enter the amount you wish to pay into the Payment Amount field.
2. Click Continue



1. Enter your Billing Information and click Make Payment to move on to enter your credit card or bank information for eChecks.

