



UTILITY BILLING

SETTING UP CREDIT CARD AUTOPAY

The City has transitioned to a new online utility billing system. Customers who wish to set up recurring payments with a credit or debit card must register through our autopay vendor, Paymentus. Here are detailed instructions to help you set up recurring payments by credit card. Go to www.minotnd.org/billpay and click 'Link credit card for recurring payments' to begin.

Step 1: Register

At the login screen, click the Register Now link.

A screenshot of a web application's login and registration interface. At the top, there is a grey header bar with a small globe icon and the word "Login". Below this, the form contains two input fields: "Email" with the placeholder text "someone@example.com" and "Password" with the placeholder text "Password". Below the password field, there is a link that says "Don't have an account Register Now", where "Register Now" is underlined and circled in red. At the bottom of the form, there is a blue button labeled "Login" and a link labeled "Forgot your password?".

Login

Email

someone@example.com

Password

Password

Don't have an account [Register Now](#)

Login

[Forgot your password?](#)

Fill in your account information then click Enroll.

Please enter all of the information below



New Account Information

Email Address

Passwords must meet the following requirements:

- must be at least 10 characters in length
- must contain at least one number and 1 alpha
- only alphanumeric and special 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

Phone Number

ZIP Code:

Security Question 1



Security Answer 1

Security Question 2




Security Answer 2

Enroll


Cancel


Step 2: Add Your Account


Enter your Customer Number-Account Number (these can be found on your bill). After reading the terms and conditions, select I agree to terms and click Add Account.


**City of Minot**


Customer Portal


**Accounts**


**Pay My Bill**


**AutoPay**

**Bill History**

**Payment History**


**My Wallet**

**My Profile**

**Log out**

Add Account

Account Information

Payment Type
☒  Utility Bill

Please enter your Customer number and Account number

Customer #-Account #

Terms & Conditions

[Read the Payment Authorization Terms](#)

☒ I agree to the Payment Authorization Terms.

Back to Accounts

Add Account

Powered by **Paymentus**
[Privacy Policy](#)
[Privacy Notice to California Residents](#)
[Website Conditions of Use](#)
[Payment Authorization Terms](#)

Where can I find my customer and account number?



PO BOX 5006
MINOT ND 58702-5006
(701) 857-4777
MINOTND.ORG

UTILITY BILL


To pay your bill, please call (701) 857-4777,
or visit <https://selfservice.minotnd.org/oss>.









CUSTOMER NAME	CUSTOMER #	ACCOUNT #	ROUTE	SERVICE LOCATION
LAST, FIRST	1111	9999	99	999 7TH AVE NE

BILL NUMBER	BILL DATE	ACCOUNT TYPE	BILL CYCLE DAYS	DUE DATE
662	02/03/2022	RESIDENTIAL	35	02/22/2022

DESCRIPTION	METER NUMBER	READ TYPE	PREVIOUS READ DATE	CURRENT READ DATE	PREVIOUS READING	CURRENT READING	USAGE	CHARGE AMOUNT
WATER	83390296	Actual	12/22/2021	01/26/2022	26	28	200	\$18.28
SEWER			12/22/2021	01/26/2022				\$13.67
SANITATION			12/22/2021	01/26/2022				\$16.22
MXU			12/22/2021	01/26/2022				\$2.00
STORM SEWER			12/22/2021	01/26/2022				\$9.53

Click the Back to Accounts button to view account balance.

 Customer Portal

 Accounts
 Pay My Bill
 AutoPay
 Bill History
 Payment History
 My Wallet
 My Profile
 Log out


Account Created








Payment Type	Utility Bill
Customer #-Account #	

Back to Accounts


STEP 3: Set Up AutoPay


Click the AutoPay button


 Customer Portal

 Accounts
 Pay My Bill
 AutoPay
 Bill History
 Payment History
 My Wallet
 My Profile

Accounts

 Utility Bill #

Account Details  Edit


Date Due	Amount Due	Pay Bill
Jan 27, 2022	\$94.15	
		View Bill
AutoPay 		AutoPay

Click Add New

Create New AutoPay > Utility Bill #

Payment Method

Add a Payment Method

 Add new

Back

Continue


Fill in the payment method information. If you agree with the Payment Authorization Terms, select the authorization box then click Add.


Add Payment Method


Credit


Debit

E-Check









Card Number

CVV ?

Expiration Date

Card Holder Name

[Click to read the Payment Authorization Terms](#)

☐ I authorize payment and agree to the Payment Authorization Terms

Back


Add

Click Continue


Create New AutoPay > Utility Bill #

Payment Method

My Wallet

 VISA *****7777 | Exp 07/25

Add a Payment Method

 Add new


Complete the payment details then click Create AutoPay

Payment Details

Frequency

☒ Bill amount on the due date

End Date (Optional)

Select end date 

Payment Amount

Bill Amount

Total Amount

Bill Amount

Payment Type

Visa

Account Number

*****1119

☒ By selecting the box, you authorize the above scheduled payments from the account shown. This authorization is valid until you cancel it through the customer portal or by calling your biller's customer service number. Cancellation requests must be received at least 3 business days before the next scheduled payment due date.

Confirmation screen. Log out using the link in the left-hand menu.

Accounts

Pay My Bill

AutoPay

Bill History

Payment History

My Wallet

My Profile

Log out

Customer Portal

Create New AutoPay > Utility Bill # [REDACTED]

Schedule Created

Confirmation #	[REDACTED]
Payment Type	Utility Bill
Customer #-Account #	[REDACTED]
Payment Method	Visa *****7777
Start Date	Feb 23, 2022
Frequency	Bill amount on the due date
Payment Amount	Bill Amount
Total Amount	Bill Amount

Print

Back to AutoPay

How to set up AutoPay

1. Select the *account*.
2. Choose your *preferred payment method*.
3. Determine the *frequency of payment* best suited for your needs.
4. Configure the *payment details*.
5. Choose how and when to be *notified of upcoming payment*.

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You will receive an email payment confirmation from billpay@paymentus.com confirming your AutoPay schedule.