

all new

CITY OF NAPA

WATER BILL PAY

ACCOUNT SIGN UP & PAYMENT INSTRUCTIONS

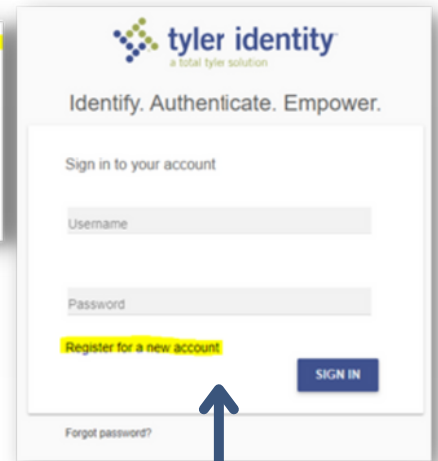
Step 1

ACCESS THE SYSTEM

1. Go to www.cityofnapa.org/WaterBill
2. Click on **Pay My Water Bill Online**

Step 2

SET UP YOUR ACCOUNT



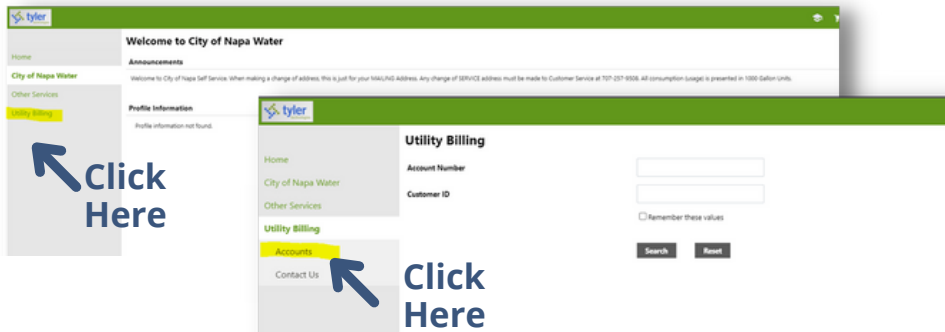
Sign Up for a New Account

Step 3

All users will need a new account to pay their water bill online. After you sign up, you'll have the option to receive an email or text confirmation, but it is not necessary to move forward. Once you've initiated your account, you can close the page with your personal information and go back to the sign-on screen.

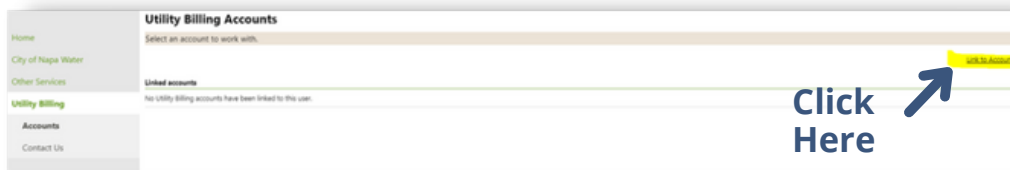
Step 4

Click on **Utility Billing**, then click on **Accounts**.



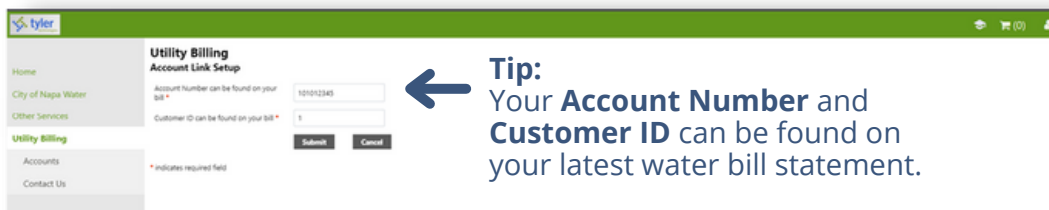
Step 5

Click on **Link to Account**.



Step 6

Enter your new **Account Number** and **Customer ID**.



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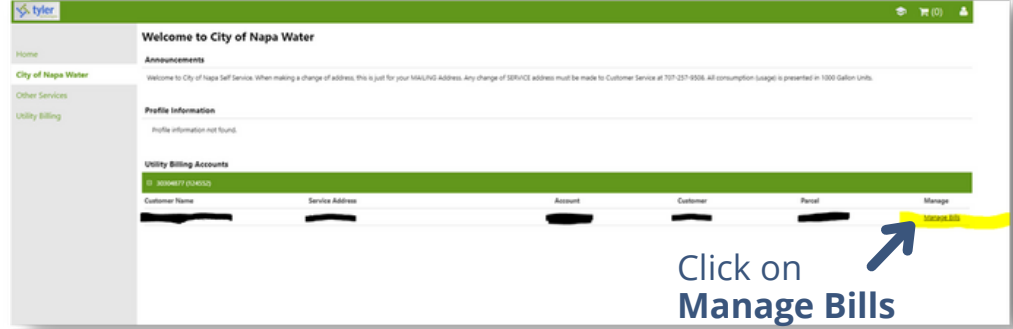
ACCOUNT SIGN UP & PAYMENT INSTRUCTIONS

Step 7

PAYING YOUR BILL

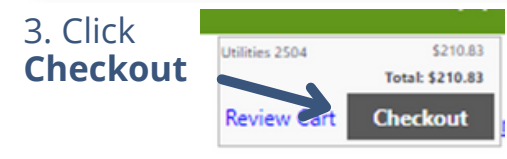
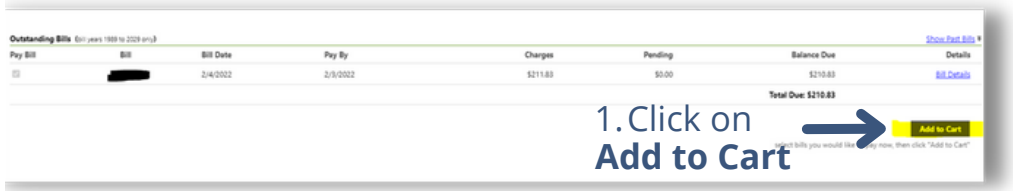
GET STARTED

1. Click on **Manage Bills**



Step 8

1. Click **Add to Cart**
2. Click on **Cart**
3. Click on **Checkout**

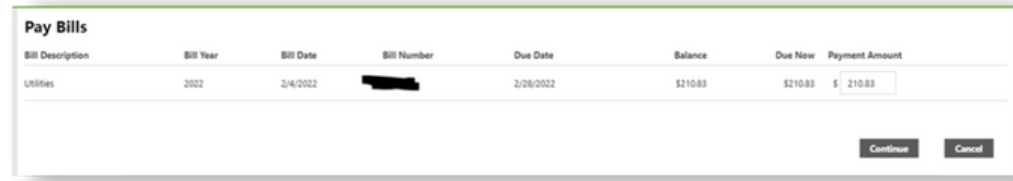
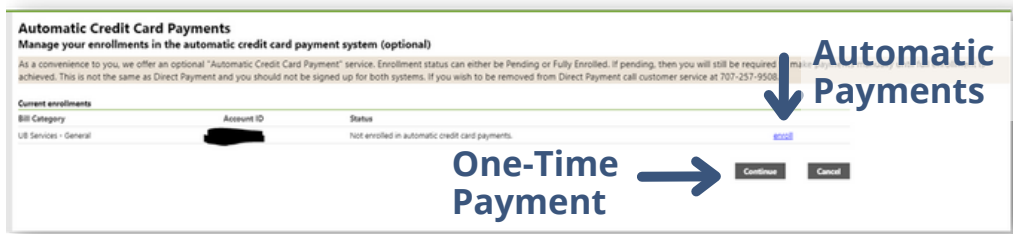


Step 9

CHOOSE YOUR PAYMENT METHOD

YOU CAN:

- Set up auto automatic credit card payments by clicking **Enroll**
- Make a single one-time payment by credit card by clicking **Continue**
- Change your amount to be paid or pay in full



FINISH PAYMENT:

1. Fill out your billing information
2. Click **Continue** to submit payment

