

How to sign up for an E-Bill(Electronic Bill)

- Once signed into your CivicPay account online
- Go to “My Profile”
- From the Account listed on your profile, click on “Edit”

Springbrook-Demo-DL Account Profile

Home
Make Payment
My Bill
Usage
Activity
Service Requests
My Profile
Contact Us

Login Information

E-MAIL ADDRESS [Update](#)
deannespringbrook@gmail.com
PASSWORD [Update](#)

Payment Methods

Description	Type	Actions
Susan CU Visa	Credit Ends in: 9990, Exp: 06/2024	X DELETE

Accounts

Account	Paper Bill	E-Bill	Auto Pay	Actions
005039-000* 400 BURGESS ST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Susan CU Visa	EDIT X REMOVE
005302-000 505-507 THIRD ST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EDIT X REMOVE
022516-000 1010 DEER CREEK WY 25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EDIT X REMOVE

*Default account. The default account cannot be removed. Please first set a different account as the default account to remove this record.

Paper Bill: Enable this to receive a paper copy of your bill via the mail.
E-Bill: Enable this to receive an electronic copy of your bill via email.
Auto Pay: Enable this to automatically debit your account when your bill is due.

- Choose your options for E-Bill and save.

Springbrook-Demo-DL Account Profile

Home
Make Payment
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My Profile > Edit Account > 022516-000

Paper Bill

Receive a copy of your bill via mail?

Yes, print and send my paper bill using the postal service.
 No, do not print and send my bill using the postal service.

Options

Make this account my default when I log in.

Electronic Bill

Receive a copy of your bill via e-mail?

Yes, send an electronic copy of my billing statement via email when the bill is ready.
 No, do not send the bill electronically.

- Ebill example below of what is sent each month.
- ***Be sure to add noreply@merchantransact.com to your contacts so you receive your Ebills.

Your bill from Springbrook is ready. Yahoo/Inbox ☆

 **From:** noreply@merchantransact.com 🖨️ 🔗 Tue, Aug 15, 2023 at 8:24 AM ☆
To: brock.anderson001176_000@yahoo.com

Springbrook
 1000 SW Broadway, Suite 1900
 Portland, OR 99999
 8667770069
 8-5 M-F

Account Information

Account:	011176-002
Name:	Brock Anderson
Service Address:	1500 SE Ankeny
Service Period:	7/1/2023 to 8/31/2023 (62 days)
Billing Date:	8/14/2023
Due Date:	8/29/2023

Meter Reading

Serial	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
845698	9/25/2015	100.00000	7/1/2023	200.00000	100.00000

Current Charges

Electric: Residential Electric	\$6.50
Miscellaneous: Community Center Family	\$45.00
Storm Water: Storm Sewer	\$4.00
Water: Residential Water 5/8 to 3/4	\$96.93
Water: Residential Water 5/8 to 3/4 Consumption	\$190.03
Total Current Charges:	\$342.46

Bill Summary

Previous Balance:	\$199.56
Payments Received:	\$0.00
Adjustments:	\$0.00
Current Charges Due By 8/29/2023:	\$342.46
* Total Amount Due:	\$542.02

* This was the amount due at the time of billing.

To view your amount due at the current time and make a payment [click here](#).

[Download all attachments as a zip file](#)



CivicPayPad... .pdf



Recommend...pdf

How to Register for Autopay

Required for Autopay

- Registered Account up in CivicPay
 - Email has been verified.
-
- Once Logged into the Agency CivicPay application-
 - On Dashboard Select **“Sign Up for Auto Pay”**

The screenshot displays the CivicPay dashboard for 'Springbrook-Demo-DL'. The top navigation bar includes the account number '022516-000' and the user email 'deannespringbrook@gmail.com'. A left sidebar lists navigation options: Home, Make Payment, My Bill, Usage, Activity, Service Requests, My Profile, and Contact Us. The main content area shows the account balance as '\$0.00*' and the service address: '1010 DEER CREEK WY 25, Springbrook, CA 99999'. On the right side, there are three buttons: 'VIEW MY BILL', 'VIEW ACCOUNT ACTIVITY', and 'SIGN UP FOR AUTO PAY'. A red arrow points to the 'SIGN UP FOR AUTO PAY' button.

- Choose Payment Type that will be used for AutoPay.
- Enter in a unique description for the Payment Type used.
- Once all information is entered-Click save at bottom right hand corner of screen.

Auto Pay Options

Yes, I would like to activate auto payment.
[Tell me more about Auto Pay](#)

Important: Please pay any existing outstanding balances manually. Auto Pay enrollment will not apply to any balances prior to enrollment.

Your autopay payment will pay your entire account balance at time of billing. Your entire account balance includes any adjustments or fees incurred since your last bill.

Payment Type

Credit/Debit Card
 Electronic Check

DESCRIPTION
Enter what you would like to call this saved payment method.

Description *

Card Information

BILLING ADDRESS

Cardholder Name *
Flowers

Address *
PO BOX 1060

Address 2

City *
Springbrook

State
MT

Zip Code *
99999

CARD

Card Number *

[Cancel](#) [SAVE](#)

➤ Once Autopay is saved and enabled, a green banner will show at top of the screen and provide information on Autopay.

Account 005039-000 successfully updated. ✕

Successfully enrolled in Auto Pay! The payment will be processed on your due date. The total amount due will be paid at the time of payment processing. If you did not intend to make these changes, please delete these autopay selections and start over. ✕

Login Information

E-MAIL ADDRESS [Update](#)
deannespringbrook@gmail.com

PASSWORD [Update](#)

Payment Methods

[+ ADD PAYMENT METHOD](#)

Description	Type	Actions
Susan CU Visa	Credit Ends in: 9990, Exp: 06/2024	✕ DELETE

Accounts

[+ ADD ACCOUNT](#)

Account	Paper Bill	E-Bill	Auto Pay	Actions
005039-000* 400 BURGESS ST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Susan CU Visa	✎ EDIT ✕ REMOVE

- When the Agency bills your account after customer has signed up for Autopay, customer will get a notification when the billing is created. Please note that only customers can update the amount of their autopay or cancel it. Agency does not have permissions to change or cancel autopay's.

[EXTERNAL]Reminder: your automatic payment to Springbrook-

 noreply@merchanttransact.com
To  deannespringbrook@gmail.com

This is a reminder from Springbrook-Demo that your automatic payment of \$272.82 for account 005039-XXX will be processed on 7/14/2023. The payment is for your total amount due as of the time of billing and will not include any account adjustments or payments made after the bill was posted.

If you need to pay a different amount and/or cancel this scheduled payment, please log in to <https://demo.merchanttransact.com>.

This is an automated email. Please do not respond to this email address. If you have any questions, please contact us using the information below.

Springbrook-Demo
Hours : 9:00 AM to 5:00 PM
Phone : 402-402-4242
E-Mail : deannespringbrook@gmail.com
Website : <https://demo.merchanttransact.com>

- When payment is processed, customer will receive a payment processed notificaton.

[EXTERNAL]Your automatic payment to Springbrook



autoreply@merchanttransact.com
To  deannespringbrook@gmail.com

This is a notification from Springbrook Demo that your recurring payment in the amount of \$425.00 has been processed successfully using your payment method : Lois CC.

Payment Date.:	7/8/2022 1:10:13 AM
Account No.:	005039-XXX
Service Address:	400 BURGESS ST Springbrook, CA 99999

Your reference number for this transaction is : CP-19542075

This is from a notification only e-mail address. If you have any questions, please contact us using the information below.

Springbrook Demo

Hours : 9:00 AM to 5:00 PM

Phone : 402-402-4242

E-Mail : deannespringbrook@gmail.com

Website : <https://DEMO.merchanttransact.com>

- If auto pay is declined, customer will receive a notification that payment is delined. This requires signig up for autopay again and enabling a new payment type.

IMPORTANT INFORMATION:

This is a notification from This Place in a Town Where We have Water that your recurring payment in the amount of \$2.00 has been declined using your payment method of new card 9990

Payment Date.:	2/17/2023 12:20:11 PM
Account No.:	005008-XXX
Service Address:	1671 -6 N HOWE ST Springbrook, OR 99999

Your payment was declined because: DECLINE:Declined- 30002- EXPIRED CARD

Your recurring payments for this account has been disabled. To re-activate your recurring payment please visit <https://QA1-ONLINE-DEV-TR.civicsandbox.com>

Your bill is still due! When you re-activate your recurring payments, your auto-pay will resume with the next billing period. Please make a one-time payment to pay your outstanding balance.

This is from a notification only e-mail address. If you have any questions, please contact us using the information below.

This Place in a Town Where We have Water

Hours : 8 AM - 5:30 PM Pacific

Phone : 666-123-1234

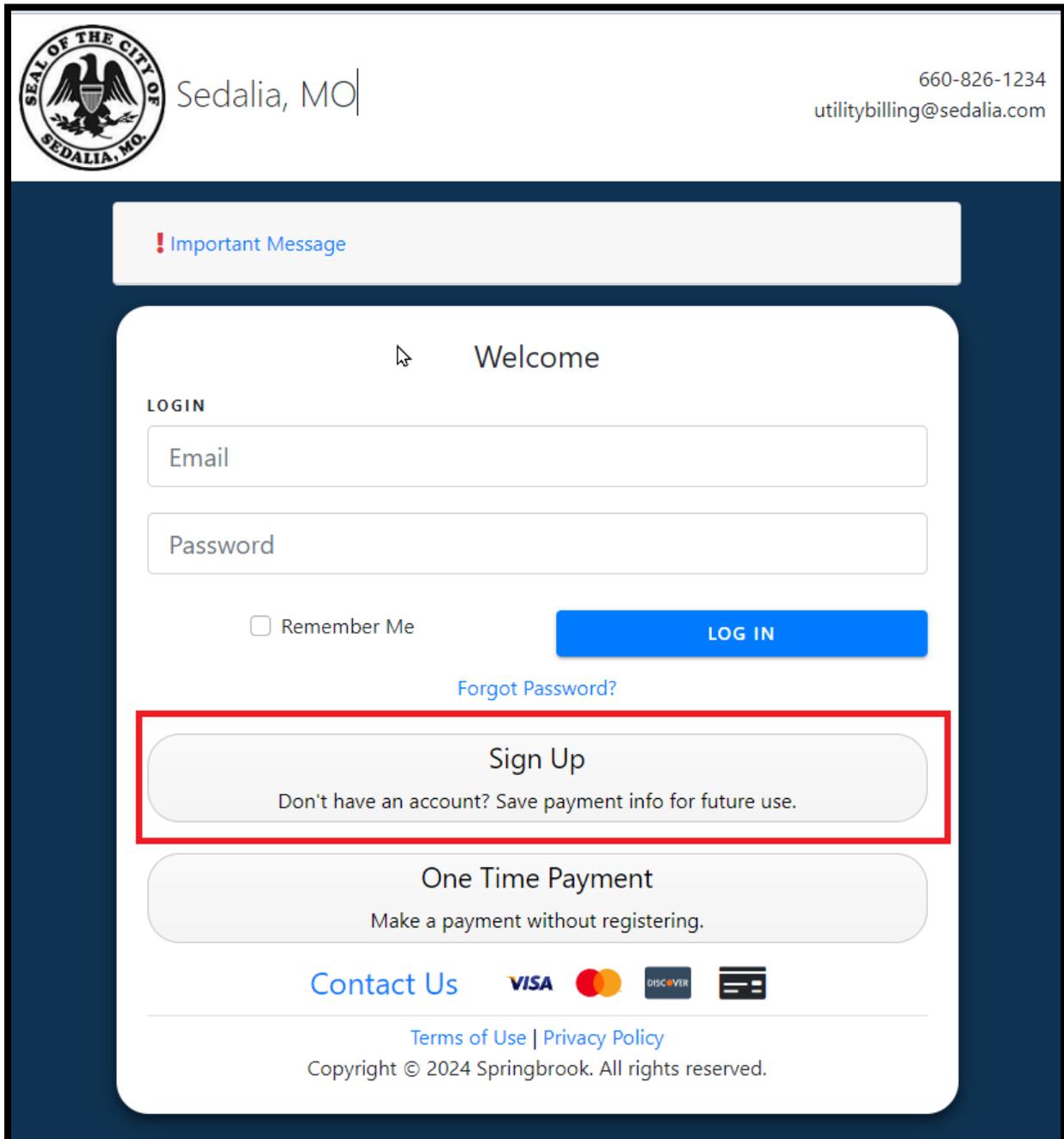
E-Mail : hilary.turco@sprbrk.com

Website : <https://QA1-ONLINE-DEV-TR.civicsandbox.com>

To Register Online

Go to Sign-Up on Login-In Page

Click on "Sign Up" to create a profile on line



 Sedalia, MO | 660-826-1234
utilitybilling@sedalia.com

[! Important Message](#)

Welcome

LOGIN

Email

Password

Remember Me [LOG IN](#)

[Forgot Password?](#)

[Sign Up](#)
Don't have an account? Save payment info for future use.

[One Time Payment](#)
Make a payment without registering.

[Contact Us](#)    

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Please have the following information to Register

- Valid Email address
- Create a password
- Last Name on Statement
- Full Account Number (XXXXXX-XXX)

 Sedalia, MO 

Sign Up > New User Registration

Account Information

Create your account.

Email *

Confirm Email *

Password *

Confirm Password *

Password must be at least 8 characters in length, and include three of the following:

- Lowercase Letters
- Uppercase Letters
- Numbers
- Special Characters (!, @, #, \$, %)

Utility Bill Verification

A recent utility bill is required to fill in some of the information below.

Last Name or Business Name *

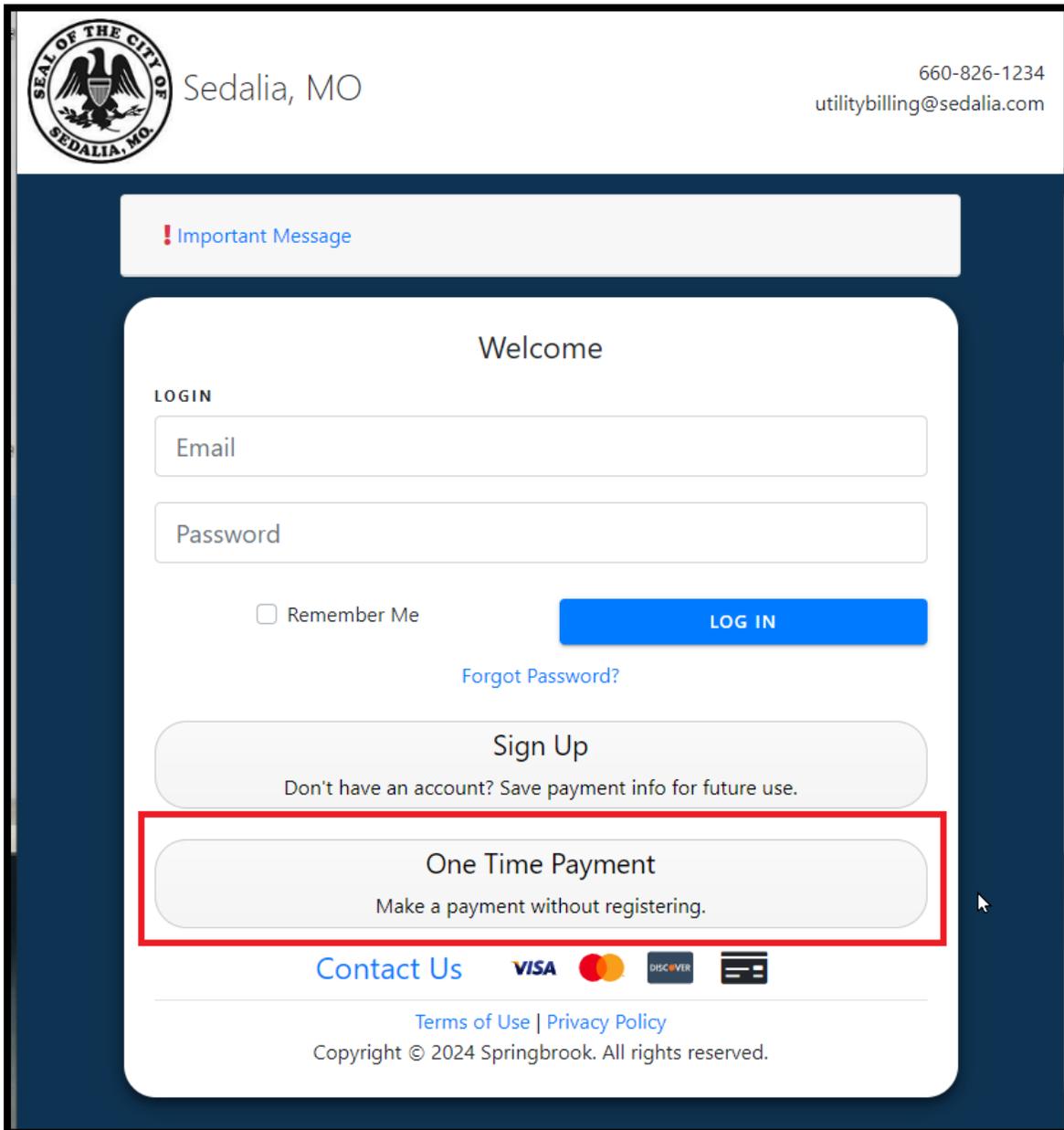
Utility Account Number *

Please make sure you enter the account number with all leading and trailing zeroes and dashes.
For example: 123456-123

[COMPLETE REGISTRATION](#)

[Forgot Password?](#)

If you would just like to make a payment and
not create a profile online
Go to "One Time Payment"



 Sedalia, MO 660-826-1234
utilitybilling@sedalia.com

[! Important Message](#)

Welcome

LOGIN

Email

Password

Remember Me [LOG IN](#)

[Forgot Password?](#)

[Sign Up](#)
Don't have an account? Save payment info for future use.

[One Time Payment](#)
Make a payment without registering.

[Contact Us](#)    

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Sedalia, MO

Quick Payment > Pay My Utility Bill

Customer Account Information

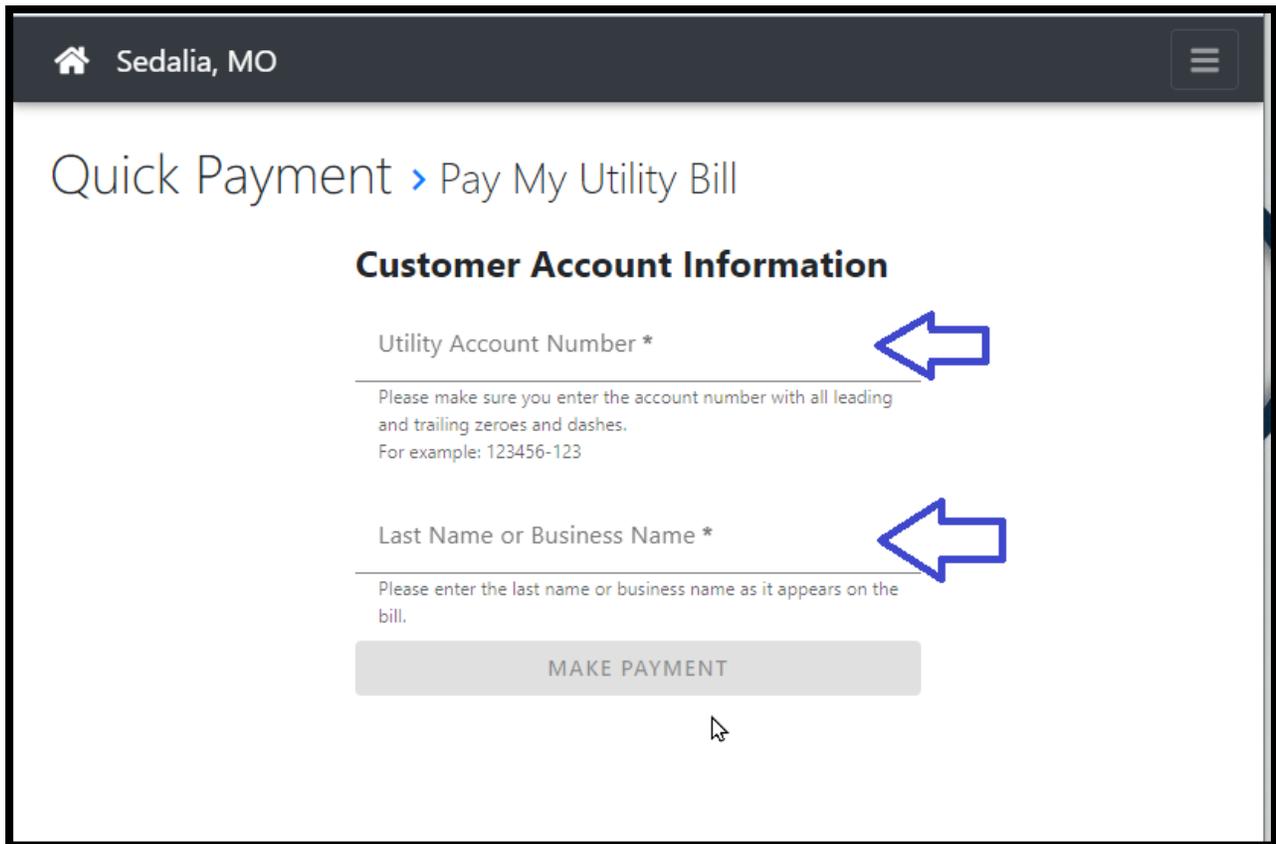
Utility Account Number *

Please make sure you enter the account number with all leading and trailing zeroes and dashes.
For example: 123456-123

Last Name or Business Name *

Please enter the last name or business name as it appears on the bill.

MAKE PAYMENT



The options available online if you create a profile are:

- **See all Payment, Billing and transaction history**
- **Set up E-billing**
- **Enable Paperless Billing**
- **Sign up for AutoPay!**