

Online Utility Bill Payment

Paying your utility bill with a credit/debit card is finally here! Below we have generated a step-by-step tutorial on what you will need to do.

1. When you click on the utility payment link this will be the first page you see. You are given **New Registration** and **One Time Payment**. If you choose to register it will minimize the amount of information you will need to enter in the future (Your utility account #, your name and address). If you choose the one-time payment you will need to always have your utility account number handy.

Please Sign In

<u>New Registration</u>	<u>One Time Payment</u> <small>No Sign in Required</small>	<u>Sign Out</u>
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Provide Your User Name and Password

User Name:

Password:

[Forgot User Name and Passcode](#)

2. Let's begin with selecting **New Registration**. This will bring you to a registration page. Here you will fill out every line with an '*' in order to complete the registration. For future payments all you will need to do is sign on with your username and password and you will notice everything is already filled out for you. The only thing we don't allow is saving your credit card credentials.

New Registration

One Time Payment
No Sign in Required

***Account Number:** Where?
(include dashes)

***First Name:**

***Last Name:**

***Address:**

***City**

***State**

***Zip**

***Phone**

***Email**

***User ID:**

***Password:**
minimum 6 characters - must include one letter and one number

***Verify Password:**

3. Once you are done filling out the registration form you will be back to the main page. Go ahead and sign in.

Please Sign In

[New Registration](#)[One Time Payment](#)
No Sign in Required[Sign Out](#)

Provide Your User Name and Password

User Name:

Password:

[Forgot User Name and Passcode](#)

4. Once signed in you will be presented with page. As you see everything is already filled out for you. All you need to do is enter the payment amount that is listed on your utility bill statement. Once you have done that click **Submit Payment**.

Utility Payment

[My Profile](#) | [Transaction History](#) | [View Statement](#) | [Sign Out](#)

Customer Number: 901-0002-00-01

Address: 1234 Street Ave.

City: Champlin
State: MN
Zip: 55316

Phone: 000-000-0000

Make Payment Now . . .
(A \$3 convenience fee will be added to your payment)

Amount:

5. After hitting submit you will arrive to the ‘Complete Transaction’ page. This page will show you the amount you entered in the previous page plus the \$3.00 convenience fee. Towards the bottom you will need to enter in your credit card information. You will always need to fill this page out as we do not store your credit card info. Once you have correctly filled out the fields choose “Make Payment”.



Continue at
[City of Champlin](#)

This is a secure and encrypted internet connection.



ssl-certificates.com

COMPLETE TRANSACTION

Customer Info

Billing Address:

John Doe
1234 Street Ave.
Champlin, MN 55316

Ph#: 000-000-0000
[your@email.com](#)

Transaction List [Click Here to Edit](#)

Item ID	Description	Amount	Convenience Fee	Total
Utility	Utility Payment Customer Number: 901-0002-00-01 Address: 1234 Street Ave.	1.00	3.00	4.00
Subtotal:				\$4.00
Total:				\$4.00

Remove ALL items from Transaction List

Pay with Credit Card

*indicates required fields





Name on Credit Card: JOHN DOE

* Credit Card Number:

* Validation Code: [What's This?](#)

* Expiration Date (Month/Year): /



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6. After completing the payment you will see your receipt page. There you can print out your receipt for your own records. You will also receive an email of the receipt. If you are out of town or you misplaced your receipt and wanted to review it you can go back to the Champlin website, sign in to the utility payment page and select “**Transaction History**”. There you can review your transactions of all of your past payments.

Transaction History		
John Doe		
Date	Description	Amount
07/25/2014	Utility Payment	\$5.00

7. If you would like to **view your statements** return to the sign-in page. Enter in your credentials again and click sign in (ex. On Step 3). This will bring you to your Utility Payment page. Select **View Statement** at the top.

My Profile	Transaction History	View Statement	Sign Out
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Information Updated.

Customer Number: 901-0002-00-01

Address: 11955 Champlin Dr

City: Champlin

State: MN

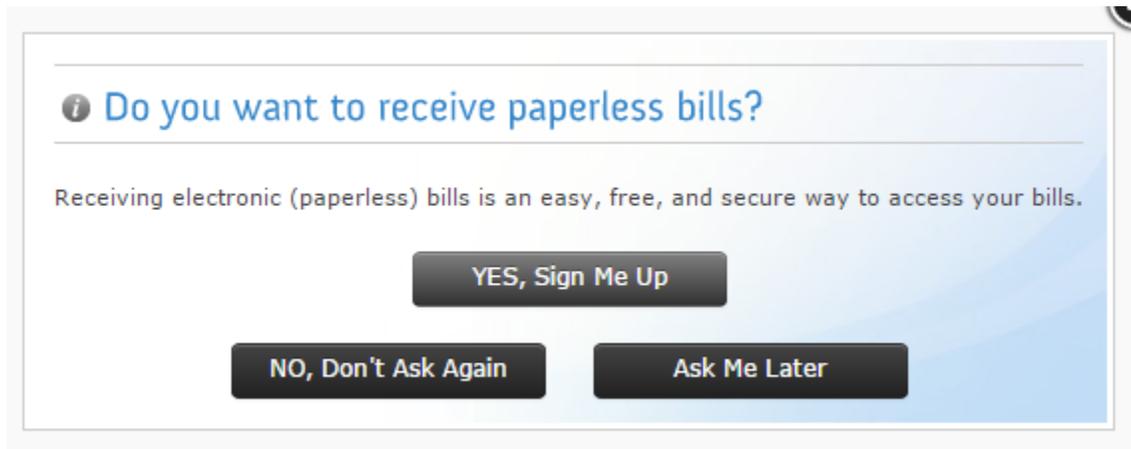
Zip: 55316

Phone: 000-000-0000

Make Payment Now . . .
(A \$3 convenience fee will be added to your payment)

Amount:

8. If this is your first time on this page you or you selected **Ask Me Later** in the past you will receive this message. Here you can either choose to sign up to receive your statements through e-mail only or by regular mail. If you don't want to receive this by e-mail then choose **No, Don't Ask Again**.



9. Now you can continue on to your statements. In this example here we have two statements on the account. Both show the date, the balance of the statement and what is still currently due. To view a statement of your choosing click **View** on the very left of the statement list.

User Home
User Home

Look For: Which: of 1

And (Optional): Which:

Filter Results:

	Account #	Name	ADAM EMBERLAND Date	Balance	Balance Due
View >	901-0002-00-01	JOHN DOE	09/04/2014	41.44	41.44
View >	901-0002-00-01	JOHN DOE	08/06/2014	22.26	22.26

Showing 1 to 2 of 2 entries

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10. You should now see your statement and will look identical to what it would look like as if it came to your mailbox. At the very top right you can also toggle between your statements and save each one as a PDF for your own records.



11955 CHAMPLIN DRIVE
CHAMPLIN, MN 55316-2399

UTILITY BILL

SERVICE ADDRESS		BILLING DATE	
11955 CHAMPLIN DRIVE		9/5/2014	
SERVICE PERIOD		ACCOUNT NUMBER	
7/28/2014 - 8/28/2014		901-0002-00-01	
PLEASE PAY	ON OR BEFORE	9/23/2014	41.44
	AFTER	9/23/2014	41.44

8 43
DUMMY BILL
JOHN DOE
11955 CHAMPLIN DR
CHAMPLIN, MN 55316-2379

AMOUNT PAID
MAKE CHECK PAYABLE TO: CITY OF CHAMPLIN

|||
CITY OF CHAMPLIN
11955 CHAMPLIN DR
CHAMPLIN, MN 55316-2379

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.
RETAIN THIS PORTION FOR YOUR RECORDS.

CITY OF CHAMPLIN · UTILITY BILL
11955 CHAMPLIN DRIVE · CHAMPLIN, MN 55316-2399 · (763) 421-8100

SERVICE ADDRESS	SERVICE PERIOD	ACCOUNT NUMBER																
11955 CHAMPLIN DRIVE	7/28/2014 - 8/28/2014	901-0002-00-01																
<table border="1"> <thead> <tr> <th colspan="2">BILLING SUMMARY</th> </tr> </thead> <tbody> <tr> <td>PREV BALANCE</td> <td>22.26</td> </tr> <tr> <td>PAYMENTS</td> <td>0.00</td> </tr> <tr> <td>ADJUSTMENTS</td> <td>0.00</td> </tr> <tr> <td>PENALTY</td> <td>0.00</td> </tr> <tr> <td>BALANCE FORWARD</td> <td>22.26</td> </tr> <tr> <td>CURRENT CHARGES</td> <td>19.18</td> </tr> <tr> <td>TOTAL DUE</td> <td>41.44</td> </tr> </tbody> </table>			BILLING SUMMARY		PREV BALANCE	22.26	PAYMENTS	0.00	ADJUSTMENTS	0.00	PENALTY	0.00	BALANCE FORWARD	22.26	CURRENT CHARGES	19.18	TOTAL DUE	41.44
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SERVICE BILLED	CURRENT CHARGES	METER READINGS PREVIOUS	PRESENT	TYPE	CURRENT USAGE	USAGE SAME PERIOD LAST YEAR												
GARBAGE	17.48																	
TAX	1.70																	
CURRENT CHARGES	19.18																	