

Make a Payment on Multiple Accounts

TIP Users can also use this method to make a payment for a single account.

1. On [Utility Billing Home page](#), mark the **Pay** checkboxes next to each account to make a payment for.

Online Payments Demo / Utility Billing

Utility Billing Home

Accounts Add Account

Account Number	Address	Last Payment	Balance	Pay
040-0240-96 Active	5072 CRAWFORD DR.	(\$5.00) 9/24/2007	View Bill \$370.30 Due 10/15/2007	<input type="checkbox"/>

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

2. Click **Pay Selected Accounts** to display the [Payment Cart page](#). If the site accepts partial payments, enter the amounts to pay in the **Amount** fields next to each account. Click **Pay More Accounts** to add payments for additional accounts on this transaction.

Online Payments Demo / Utility Billing / Payment Cart

Payment Cart

Payment Cart Pay More Accounts

Account #	Address	Current Balance	Amount
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$ 82.47 ✕
Subtotal			\$82.47

[Cancel Payment](#) [Continue](#)

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

Need Help?

- [Submit Service Request](#)
- [Contact Us](#)
- (806) 555-1212

NOTE If the site does not allow partial payments, users do not see the Payment Cart page. Instead, they go directly to the Select a Payment Method page.

- Click **Continue** to display the [Submit Payment page](#). Confirm everything on the page is correct. To change the payment method, click **Change** in the Payment Method Section. To change the payment amount, click **Change Payment Amounts** in the Payment Summary section (if the site allows partial payments). Click **Pay More Accounts** to add payments for additional accounts to this transaction.

Online Payments Demo / Utility Billing / Payment Cart / Submit Payment

Your most recently used payment method has been selected. [Use a different payment method.](#)

Submit Payment

Payment Method Change

*****5454

Expires 1/2025

Name Jon Doe

Address 1200 Oaks Blvd

Zip 55555

Submit Payment - \$85.54

Credit Card CVC *

Online Services

- Utility Billing Home
- Manage Accounts
- Sign up to go Paperless

Need Help?

- Submit Service Request
- Contact Us
- (806) 555-1212

Payment Summary Change Payment Amounts Pay More Accounts

Account #	Address	Current Balance	Amount
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$82.47
Subtotal			\$82.47
Processing Fee			\$1.82
Municipal Online Payments Fee ⓘ			\$1.25
Total			\$85.54

Cancel Payment

To cancel your payment and clear all selected accounts from your session, click [Cancel Payment](#).

Messages

To see **Quick Pay Feature** use- Account #- 019-0400-06, last Payment amount- 15.00

If you didn't get a chance to read your Utility flyer that came in the mail check it out [here](#).

The City mails out the utility bills by the 4th of each month. Bills are due and payable upon receipt. If payment is not **received** at the City on or before the 18th of each month, the bill will be considered delinquent

- Click **Submit Payment** to complete the payment. The [Payment Receipt page](#) displays. To print a receipt, click **Print This Page** at the bottom of the page. The system automatically emails a copy of this receipt to the user's email address.

Payment Receipt

Thank you for your payment

Confirmation Number XLEWHECH3T5DJPYUQP53677QL
Paid To Online Payments Demo - Utility Billing
Paid By Jane Smith

Credit Card Number *****5454
Expiration Date 1/2025
Billing Address Jon Doe
1200 Oaks Blvd
55555

Payment Summary - 12/1/2016 9:42 AM

Account #	Address	Current Balance	Amount Paid
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$82.47
		Subtotal	\$82.47
		Processing Fee	\$1.82
		Municipal Online Payments Fee *	\$1.25
		Total	\$85.54

* Municipal Online Payments Fee will appear as a separate charge on your statement
Your payment has been received. Please print this page or write down your confirmation number. An email containing this information was sent to demo@tylertech.com. Return to the Online Payments Demo - Utility Billing home page.

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

Need Help?

- [Submit Service Request](#)
- [Contact Us](#)
- [\(806\) 555-1212](#)

Messages

To see **Quick Pay Feature** use- Account #- 019-0400-06, last Payment amount- 15.00

If you didn't get a chance to read your Utility flyer that came in the mail...

Related Topics

[Log In to the Online Services Website](#)

[Submit a Service Request](#)

[Contact Us](#)

Need more help? Visit [Tyler University](#), [Tyler Community](#), or contact your [Support Team](#).

