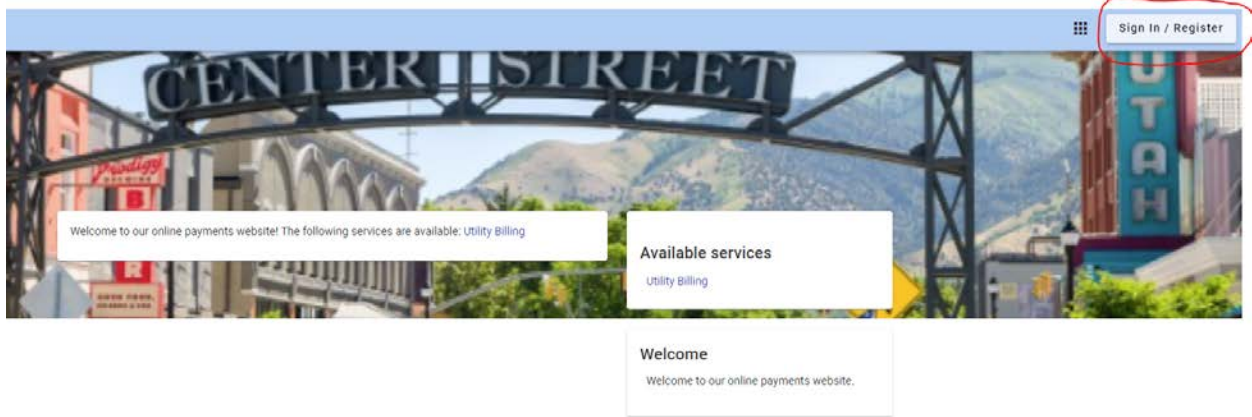
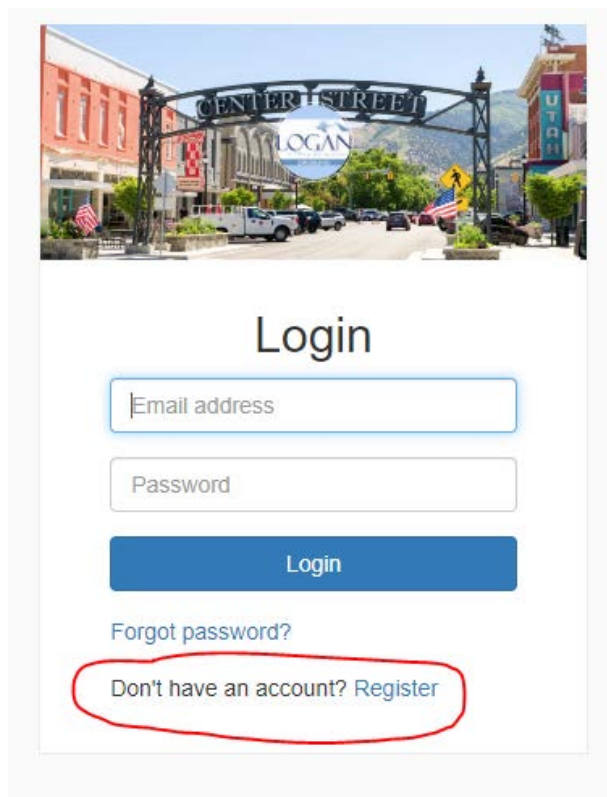


## STEPS TO REGISTERING ON THE NEW (AUG 2024) ONLINE BILL PAY WEBSITE

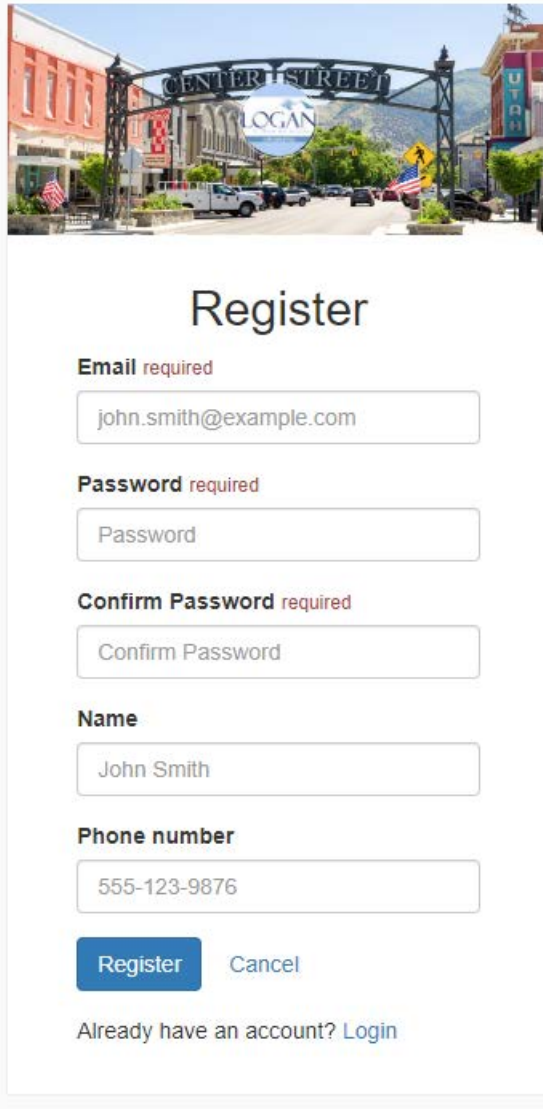
1. Go to the Logan City bill pay website, which is [billpay.loganutah.gov](http://billpay.loganutah.gov). The website will show a picture of Center Street in Logan.



2. Click the Sign In/Register button in the top right corner of the screen. This will take you to the Login screen. Chose Register at the bottom of the box.



3. This box will walk you through the steps to create a username & password on the new website. When you click the blue Register button at the bottom of the box, you will be sent an email.



**Register**

**Email** required  
john.smith@example.com

**Password** required  
Password

**Confirm Password** required  
Confirm Password

**Name**  
John Smith

**Phone number**  
555-123-9876

[Register](#) [Cancel](#)

Already have an account? [Login](#)

4. Find that email and open it. Click the Activate Account button. See screenshot below. This will take you back to the Login page where you can login to your online profile.



City of Logan

# New Account Registration

Welcome to Municipal Online Services! You're receiving this email because you registered an account online. If you did not request this account, please disregard this email.

To activate your account please click the button below:

Activate Account

7/29/2024 11:13:40 AM

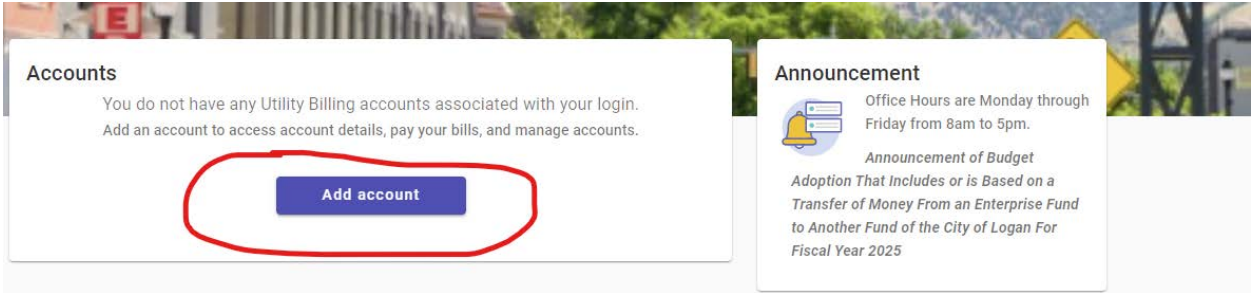
Note: Activation link expires in 24 hours, please log in again to receive a new activation email.

[Municipal Online Services - Login](#)

5. The next step is to attach your utilities account to your profile on the new website; then you can view bills, make payments, etc. After you login, you should see the screen below. Chose either of the Utility Billing links on this page.



6. The next page will ask you to attach your utilities account to your login. Click the blue Add Account button.




7. The next box asks for your utilities account number and the name on the account. FYI, your utilities account number did NOT change with the new online bill pay website. Your account number and the name on the account can be found on utility bill. You must enter the information exactly as it appears on your bill. After you enter this information, click the Add Account button and your utilities account will be added to your profile. Now you are registered on the website. If you have other utilities accounts, go to the Utility Billing home screen, then click Manage accounts, then Add Account to add the other accounts to your profile.

The screenshot shows a form titled 'Let's find your account' with a magnifying glass icon. It contains two input fields: '\* Account Number' and '\* Name on Bill'. Below the first field is a note: 'Please include all dashes. For example: 010101-001'. Below the second field is a note: 'Enter the name exactly as it appears on your bill.' At the bottom of the form are two buttons: 'Cancel' and 'Add account'.

**Utility Billing**

**Monthly Utility Bill**



**LOGAN**  
CITY UNITED IN SERVICE  
ESTABLISHED 1866

**JOHN AND JANE DOE**  
39 FIRE HYDRANT LN  
LOGAN, UT 84321

290 North 100 West  
PO Box 328  
Logan, Utah 84323-0328  
435-716-9208

|                  |                      |
|------------------|----------------------|
| Account Number   | 102282-001           |
| Bill Date        | 07/29/2024           |
| Due Date         | 08/19/2024           |
| Service Period   | 7/1/2024 - 7/29/2024 |
| Service Address  | 39 FIRE HYDRANT LN   |
| Penalties        | 0.00                 |
| Current Charges  | 15.01                |
| Total Amount Due | 15.01                |

**First Bill**  
102282001 0000001501