CITY OF HAYSVILLE
Utility Billing
200 W Grand
PO Box 404
Haysville, KS 67060
Phone: 316/529-5900
www.haysville-ks.com

UTILITY BILLING UPDATES

JANUARY 2023

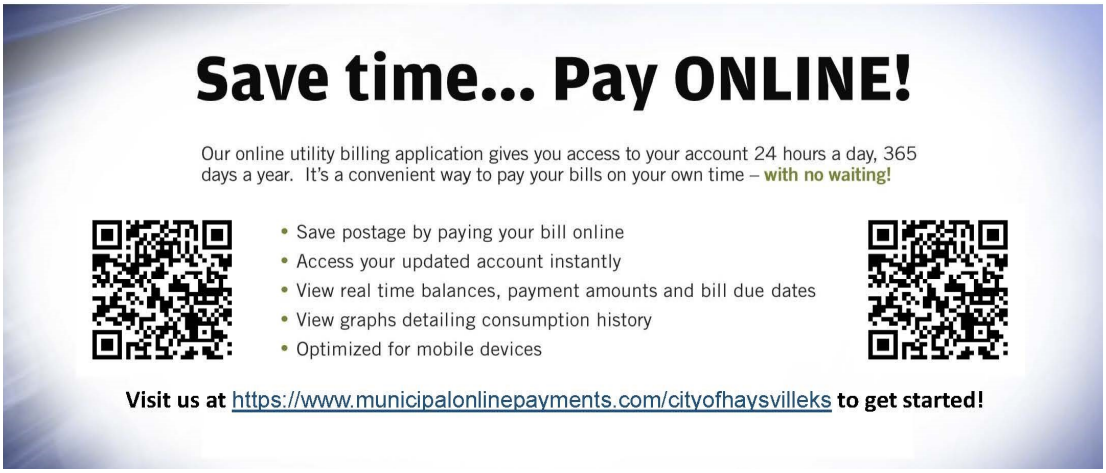
GO GREEN! SIGN UP FOR E-BILLING | www.municipalonlinepayments.com/cityofhaysvilleks

Dear Utility Service Customer,

We are pleased to introduce the City's new utility bill design and new payment website! We have implemented a new utility billing system which will help us work more efficiently and allow us to easily provide you with the most information possible. Step-by-step instructions for setting up your account on the new website: **https://www.municipalonlinepayments.com/cityofhaysvilleks** begin below and continue on to the back page.

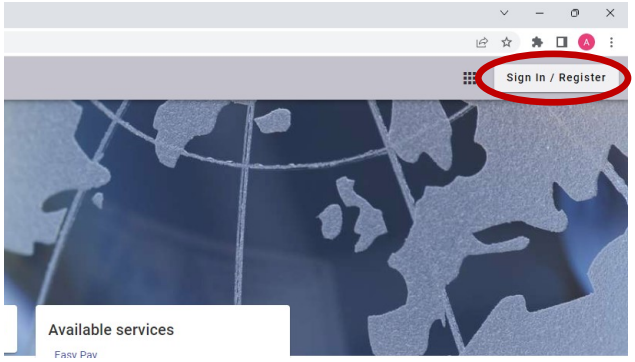
This website can be utilized even if you do not wish to pay online. You can review payment and usage history, request updates to your contact information, and change your bill delivery options.

We hope you enjoy these changes. If you have any questions, please contact the City Clerk's Department at (316) 529-5900.

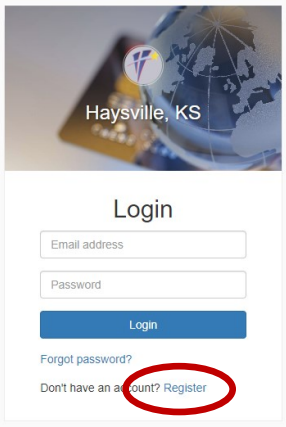


REGISTRATION INSTRUCTIONS *(CONTINUES ON BACK)*

STEP 1. Go to the online payment website and at the top right corner **Sign In/Register.**

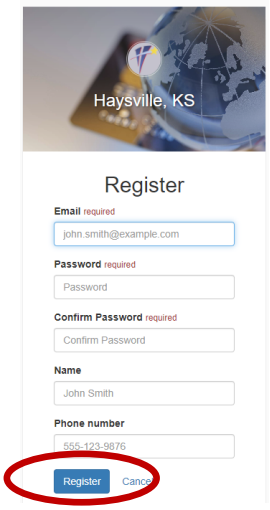


STEP 2. Click on **Register.**



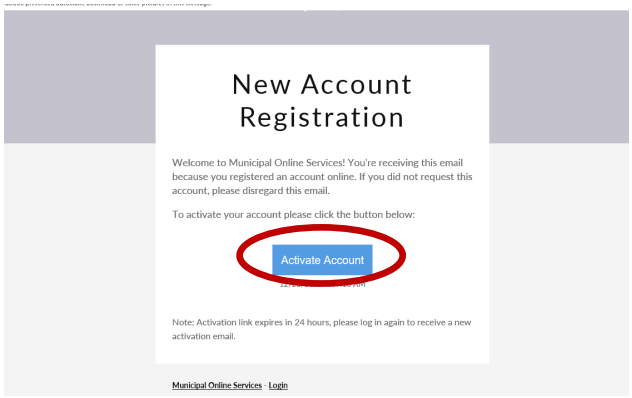
Registration Instructions Cont'd.

STEP 3. Enter in your Email, Name and Password. Phone Number is optional. Select **Register**, when done.

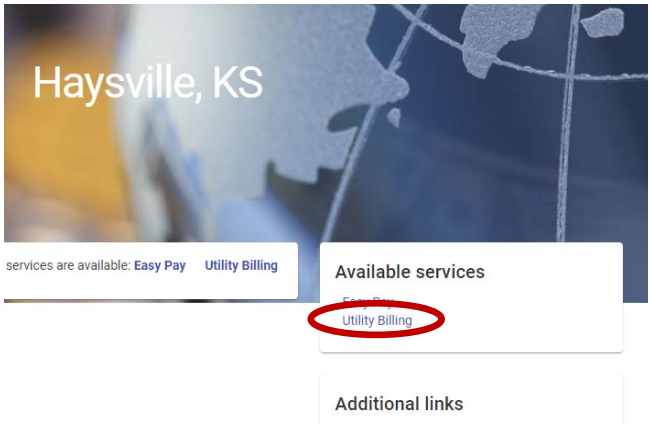


Note: Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, +, @, #, /, etc.)

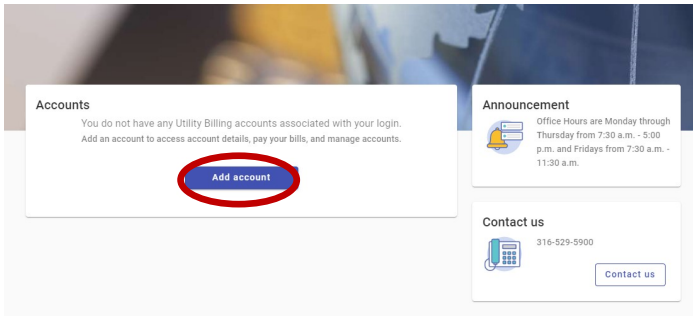
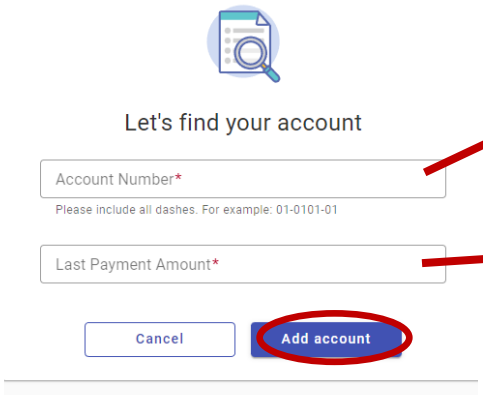
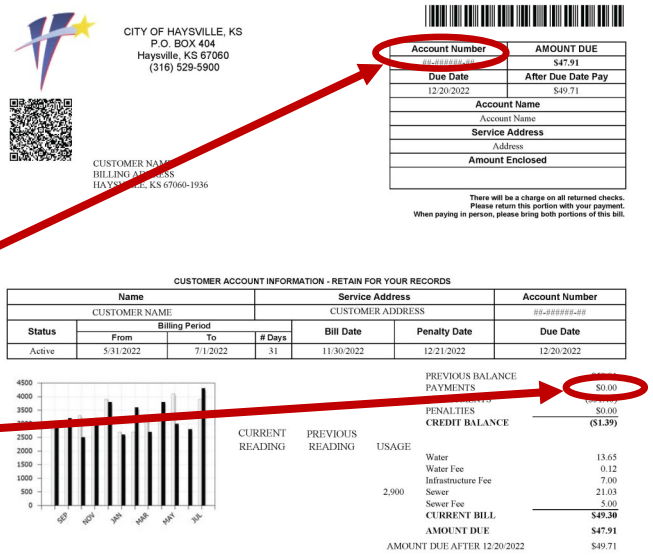
STEP 4. An email is sent to your email address to confirm that your address is correct. Check your email to find the "New Account Registration" email. Click on **Activate Account** and then log in.



STEP 5. Under Available Services, select Utility Billing.



STEP 6. Click on **Add Account.**



STEP 7. You will be prompted to input your Account Number and Last Payment Amount. These can be found on your invoice, or by calling the City Clerk's Department at (316) 529-5900.