Creating an online account, to make payments on your utility account, is simple.

1) Go to the City of St. Marys Website: <u>http://www.ci.st-marys.ga.us/</u>



- d. Click on UTILITY BILLING (View and pay Utility Billing accounts online.)
- e. Create an Account

2)

CITY OF ST MARYS WATER DEPARTMENT

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Name should match the name on the utility account

- h. Your password will be emailed to you.
- i. Once you have received your password, login to the site.
- j. After you have logged in, you may go to the "Member Profile" in the upper right corner and change your password to one that you will remember.
 - i. Member Profile | Logout

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- **v.** You then will "Add an Account" to your login. (You may add more than one account number, if you have multiple utility accounts.)
- k. You will need the following:
 - i. <u>Your account number</u> (Add Account (Account Number) *INCLUDE ALL DASHES (exp. 12-34567-90))
 - ii. <u>The last payment amount made on your account</u> (Last Payment Amount *REQUIRED (exp. 50.00))
 - iii. Click "Submit"
 - iv. Further prompts will be given to guide you in each step of making your payment.

Should you have any problems or questions, call (912) 510-4000 and a Customer Service Representative will be happy to assist you.