

# FOLLOW THESE STEPS TO CREATE A LOGIN FOR UTILITY BILLING

## WITH A LOGIN YOU CAN:

- VIEW YOUR UTILITY ACCOUNT INFORMATION AND USAGE
- PAY UTILITY BILL WITH CREDIT CARD

1. Click on **UTILITY BILLING**

Register Login

**Sioux Center**  
growing • bright

Home **Utility Billing**

### City of Sioux Center, IA

As part of our ongoing commitment to provide the highest quality service for our hosted clients we will be adding additional security measures to our systems on December 19th, 2015. We do not expect these changes to be noticeable to users, however some may be unable to access the system outside of the U.S.

**Welcome to our online payments website!**  
The following services are available:  
[Utility Billing](#)

**Available Services**

- [Utility Billing](#)

**Additional Links**

- [Contact Us](#)
- [Terms and Conditions](#)

**Welcome**  
Check out the [Newsletter](#)

City of Sioux Center, IA Links  
[Homepage](#)

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## 2. This screen has 3 options

- a. **Quick Pay** – do not need to create a login, used more for one-time payment
- b. **Register** – for **1<sup>st</sup> time users** you will need register (see next page)
- c. **Login** – returning users sign in using email and password

The screenshot shows the 'Utility Billing Home' page for the City of Sioux Center, IA. The page has a dark blue header with 'Home' and 'Utility Billing' tabs. Below the header, there is a breadcrumb trail 'City of Sioux Center, IA / Utility Billing' and a main heading 'Utility Billing Home'. A light blue banner contains a notice about security updates on December 19th, 2015. The main content area is divided into three columns. The left column features 'Quick Pay (no login required)' with a 'Quick Pay' button and 'Login to Account Management' with a 'Login' button and a list of features. The right column contains 'Online Services' with links to 'Utility Billing Home', 'Quick Pay', 'Manage Accounts', and 'Sign up for e-Statements'; 'Need Help?' with links to 'Submit Service Request' and 'Contact Us'; and an 'Announcement' about office hours. The footer includes contact information for the City of Sioux Center, IA, and copyright information for Tyler Technologies.

Home Utility Billing

City of Sioux Center, IA / Utility Billing

## Utility Billing Home

As part of our ongoing commitment to provide the highest quality service for our hosted clients we will be adding additional security measures to our systems on December 19th, 2015. We do not expect these changes to be noticeable to users, however some may be unable to access the system outside of the U.S.

### Quick Pay (no login required)

Just need to pay your bill? Use [Quick Pay](#). No login necessary.  
You'll need your **account number** and **last payment amount**.

[Quick Pay](#)

### Login to Account Management

[Login](#) (or [Register](#)) to access the following features:

- View account detail
  - Transaction history
  - Address info
  - Account info
  - Consumption history
- Pay your bill
  - Pay multiple bills in one payment
  - Save credit card for future payments
- Sign up for e-Statements
- Manage multiple accounts
- Submit service requests

[Login](#)

### Online Services

- [Utility Billing Home](#)
- [Quick Pay](#)
- [Manage Accounts](#)
- [Sign up for e-Statements](#)

### Need Help?

- [Submit Service Request](#)
- [Contact Us](#)

### Announcement

Office hours are Monday - Friday,  
7:00 am - 4:30 pm.

City of Sioux Center, IA Links  
[Homepage](#)

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3. **NEW User:** Fill in all information and select “Create Member”

The screenshot shows the 'Member Registration' page. At the top, there are navigation links for 'Home' and 'Utility Billing'. Below that, the breadcrumb 'City of Sioux Center, IA / Member Registration' is visible. The main heading is 'Member Registration'. A notice states: 'As part of our ongoing commitment to provide the highest quality service for our hosted clients we will be adding additional security measures to our systems on December 19th, 2015. We do not expect these changes to be noticeable to users, however some may be unable to access the system outside of the U.S.' Below the notice, it asks 'Already a member?' with a link to 'Login'. The registration form includes fields for 'Email', 'Name', 'Phone Number', 'Password', and 'Confirm Password'. A note under the password field says '(Must be at least 6 characters in length)'. At the bottom of the form are 'Create Member' and 'Cancel' buttons. The footer contains 'City of Sioux Center, IA Links', 'Homepage', '335 1st Ave. NW | Sioux Center, IA 51250 | Ph: (712) 722-0761', 'Terms and Conditions | Contact Us', and '©2015 Tyler Technologies'.

- It will return to the **Login** page, with a message in a green box that says  
*“An email was sent to [your email] with instructions for activating your membership”*

\* Follow the instructions sent to your email to finish the registration

The screenshot shows the 'Login' page. At the top, there are navigation links for 'Home' and 'Utility Billing'. Below that, the breadcrumb 'City of Sioux Center, IA / Login' is visible. The main heading is 'Login'. A notice states: 'As part of our ongoing commitment to provide the highest quality service for our hosted clients we will be adding additional security measures to our systems on December 19th, 2015. We do not expect these changes to be noticeable to users, however some may be unable to access the system outside of the U.S.' Below the notice, a green message box says: 'An email was sent to [redacted] with instructions for activating your membership.' Below the message box, it asks 'Don't have a member login? Go to [Member Registration](#).' The login form includes fields for 'Email' and 'Password', and a 'Login' button. Below the form is a link for 'Password Recovery'. The footer contains 'City of Sioux Center, IA Links', 'Homepage', '335 1st Ave. NW | Sioux Center, IA 51250 | Ph: (712) 722-0761', 'Terms and Conditions | Contact Us', and '©2015 Tyler Technologies'.

4. Once registered, **Add an Account:** (only need to do this step once)

**You will need:**

1. Account number (include the dashes '-')
2. Last payment amount

\* If you are on **budget billing**, enter current budget billing payment

\*\*If you have multiple accounts, select "Add Account" and go through same process

Home Utility Billing

City of Sioux Center, IA / Utility Billing

## Utility Billing Home

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You do not have any Utility Billing accounts associated with your membership.

[Add an Account](#)

Add an account to access the following features:

- View account detail
  - Transaction history
  - Address info
  - Account info
  - Consumption history
- Pay your bill
  - Pay multiple bills in one payment
  - Save credit card for future payments
- Sign up for e-Statements
- Manage multiple accounts
- Submit service requests

**Online Services**

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for e-Statements](#)

**Need Help?**

- [Submit Service Request](#)
- [Contact Us](#)

**Announcement**

Office hours are Monday - Friday, 7:00 am - 4:30 pm.

Home Utility Billing

City of Sioux Center, IA / Utility Billing / Accounts / Add Account

## Add Account

As part of our ongoing commitment to provide the highest quality service for our hosted clients we will be adding additional security measures to our systems on December 19th, 2015. We do not expect these changes to be noticeable to users, however some may be unable to access the system outside of the U.S.

**Account Number**

\* Please include all dashes. For example: 01-010101-01

**Last Payment Amount**

[Add Account](#) [Cancel](#)

**Online Services**

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for e-Statements](#)

**Need Help?**

- [Submit Service Request](#)
- [Contact Us](#)

**Announcement**

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5. To **VIEW** your account information

- Click on the account number

Home Utility Billing

City of Sioux Center, IA / Utility Billing

## Utility Billing Home

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✔ Account 07-317000-00 was successfully added.

Accounts <span>Add Account</span>			
Account Number	Address	Last Payment	Balance
<a href="#">07-317000-00</a> Active	██████████	(\$220.00) 12/21/2015	<b>\$0.00</b> Due 12/20/2015

**Online Services**

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- [Manage Accounts](#)
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