

Register to pay your City of Alma Utility Bill by credit/debit card online.

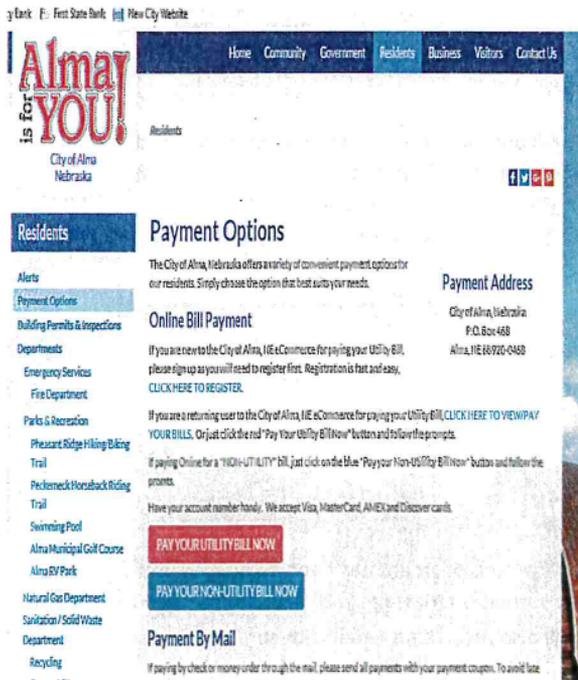
If you wish to take advantage of this service, please follow the directions below to get registered!

Register for eBill Payments

Open the City of Alma's web page.
www.almacity.com

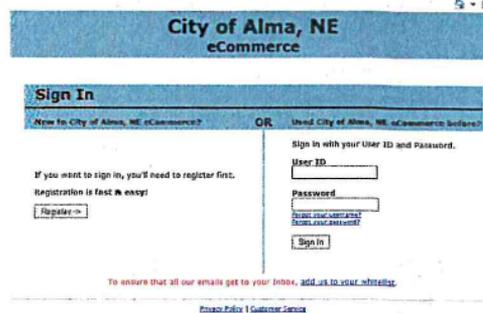
Click on "Payment Options" on the main page or on the Residents tab

Choose "Click Here to Register"



You will be taken to the eCommerce Page,
Click on "Learn How To Register" so watch a demonstration of the following steps.

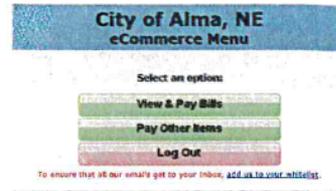
click "Register"



From the verification email click on the link to continue to register. The verification code in the email is time sensitive.

Once Registered you will go back to the City's webpage and click "Pay Your Utility Bill Now".

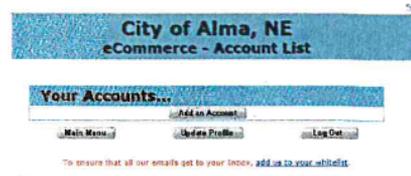
Click View/Pay Bills



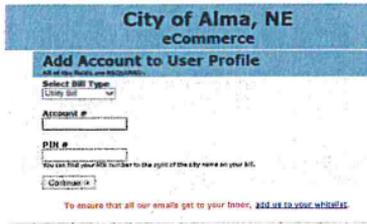
Enter the User ID and Password that you used when you registered.

Select View & Pay Bills

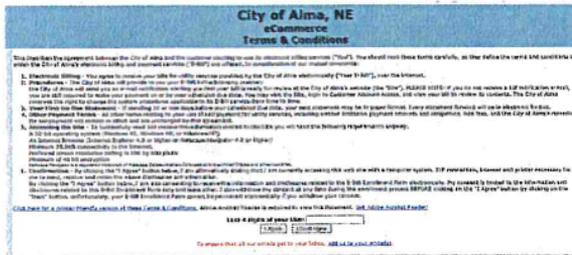
Select Add an Account



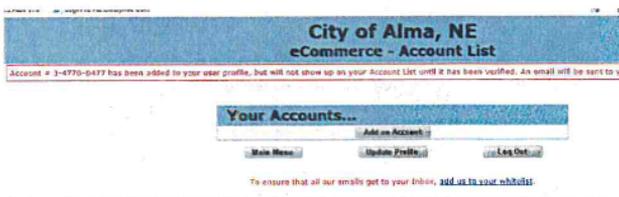
Select **Utility Bill**, enter your account number (it must match the number on your bill exactly - that includes any dashes and letters) and enter your PIN # (this is found on your utility bill above your account number – in very small print)



Agree to the Terms and Conditions



You will need to wait until you receive an email from JUSTInter.net that your account has been verified – this may take a day



You are now registered and ready to view and pay your utility bill. You will receive an email when the next bill has been completed and uploaded to the website. **You will not receive a paper bill in the mail.**

VIEW/PAY UTILITY BILL

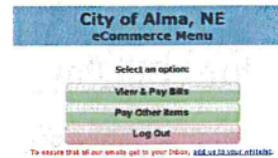
Open the City of Alma’s web page. www.almacity.com

Click on “Payment Options” and then

“Pay Your Utility Bill Now”.

Select **View & Pay** to view your Utility Bill.

Click on the \$ to Pay Now or click on the Binoculars to view current and past bills. At the bottom of that page, you may click on Pay Balance Now to pay your bill.



Select Payment Type and click on Make Payment.



Fill out the next form to make your credit/debit card payment. This payment will appear on your statement as USTI ePay. Electronic payments are not refundable. Convenience fees are non-refundable. Click the Pay Now button.



After the payment has been submitted you will see a confirmation message with a confirmation number. You will also receive an email with confirmation information.

If you do not receive an email make sure that you do not have blocked webmaster@JUSTInter.net from your list of Senders.