

# E-BILL RECURRING PAYMENTS

There are two parts to setting up Recurring Payments on E-bill:

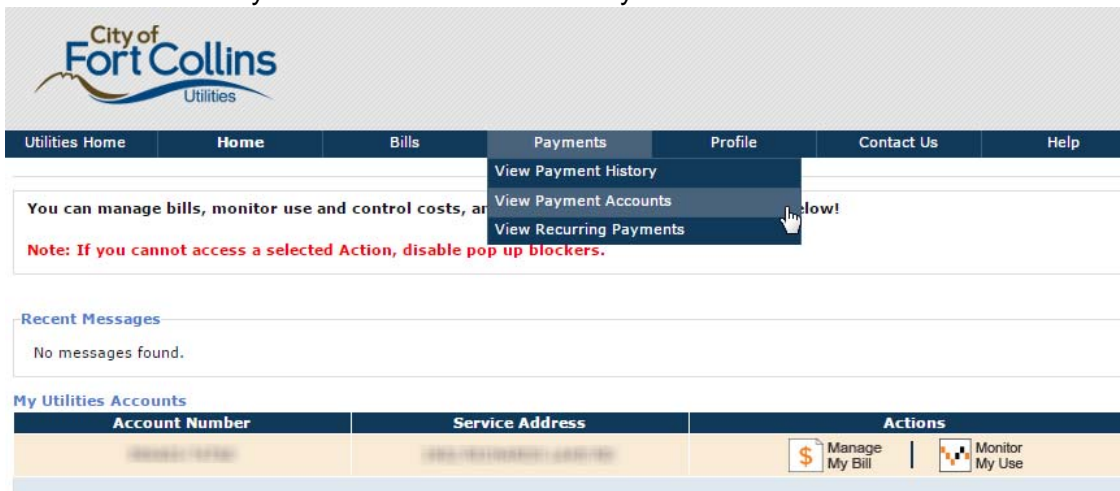
1. Add Payment Account(s)
2. Add Recurring Payment option

The following two sections provide instructions on how to complete these two parts.

## ADD PAYMENT ACCOUNTS TO A PROFILE

Complete the following steps to add Payment Accounts to your E-bill profile:

1. Log into your account
2. Select the View Payment Accounts from the Payments tab



The screenshot shows the City of Fort Collins Utilities website. The top navigation bar includes links for Utilities Home, Home, Bills, Payments, Profile, Contact Us, and Help. The Payments dropdown menu is open, showing options for View Payment History, View Payment Accounts (which is highlighted), and View Recurring Payments. Below the navigation bar, there is a message: "You can manage bills, monitor use and control costs, and more!" followed by a note: "Note: If you cannot access a selected Action, disable pop up blockers." Below this, there is a section for Recent Messages, which shows "No messages found." At the bottom, there is a section for My Utilities Accounts, which is a table with columns for Account Number, Service Address, and Actions. The table is currently empty, and the Actions column has buttons for "Manage My Bill" and "Monitor My Use".

3. Click the Add Bank Account button

### Payment Accounts

Manage your e-Bill payment accounts here. Any bank accounts you have previously set up appear below. To make a payment, you must have at least one checking or savings account set up. When adding a bank account, you may give it a "nickname" to help you recognize it more easily. Delete bank accounts you no longer use.


### Bank Accounts

Account Nickname	Account Number	Type	Action
No Bank Accounts Found.			
			Add Bank Account

### Status Legend

- ✓ This payment account is valid.
- ✗ Payment account information is invalid. Click the edit button in the action column to edit payment account details.

4. Complete the form and click Submit



[Utilities Home](#)
[Home](#)
[Bills](#)
[Payments](#)
[Profile](#)
[Contact Us](#)
[Help](#)

[Home](#) > [Payments](#) > [Payment Accounts](#) > [Bank Account](#)

### Add Bank Account

To add or edit a bank account, fill out the form and click on the "Submit" button below. All fields are required except Description. Note: Account nickname will be used throughout this site to help you recognize it more easily.

For automatic drafts from your bank account, select "View Recurring Payments" from the "Payments" tab, then select "Add Recurring Payments". This process needs to be completed for each account.

#### Bank Account Information

**Account Nickname:**  
**First Name:**  
**Last Name:**  
**Account Type:**  
**Routing Transit Number:**  
**Account Number:**  
**Description (max 80 chars):**

Memo

000000000000

000000000000

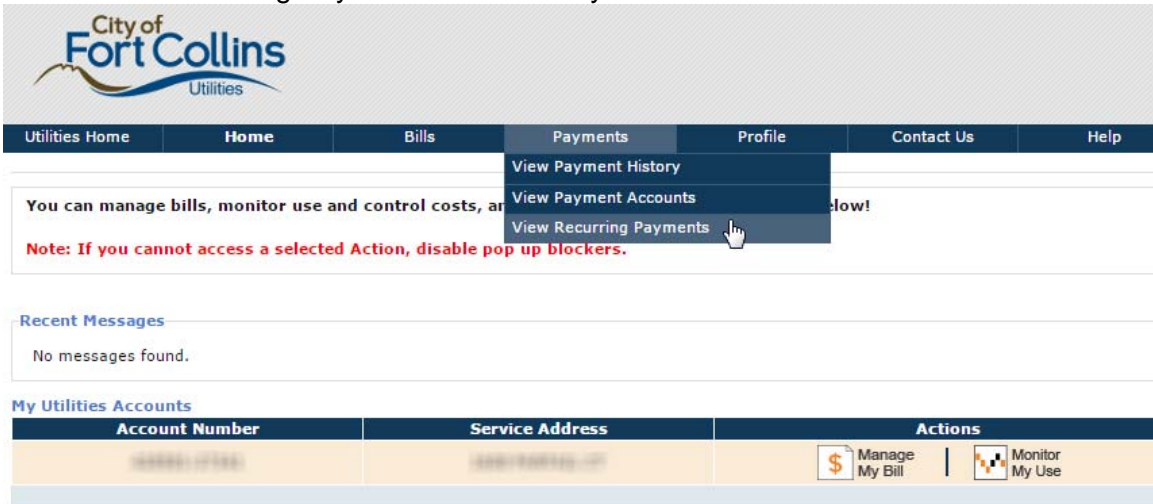
Routing Transit Number

Account Number



## ADD RECURRING PAYMENTS TO AN ACCOUNT

Recurring Payments is an option that allows E-bill to schedule monthly payments for you. Please keep in mind that this is for future bills only, a one-time payment will need to be made for currently unpaid bills. Complete the following steps to use this feature:

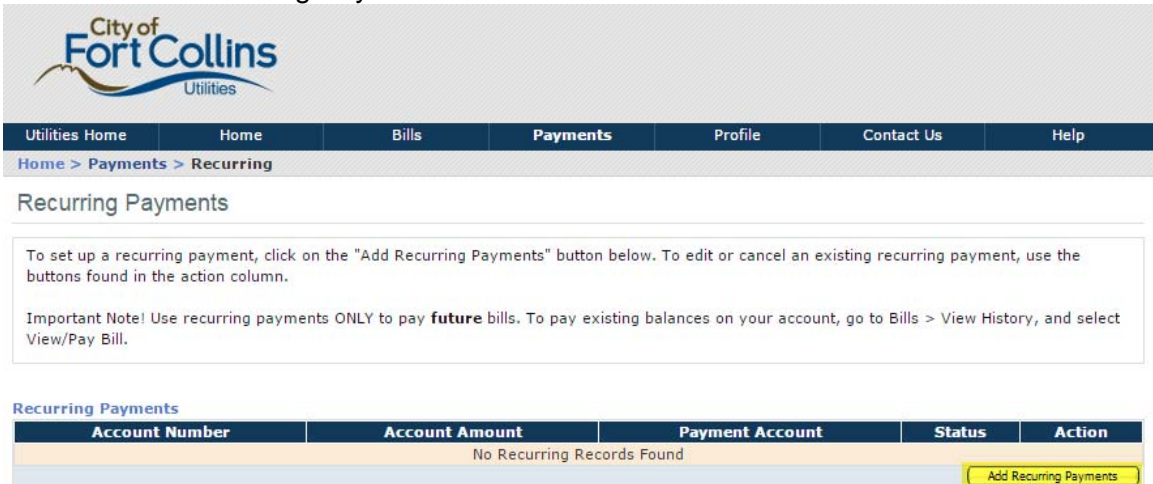
1. Select View Recurring Payments from the Payments tab



The screenshot shows the City of Fort Collins Utilities website. The navigation bar includes links for Utilities Home, Home, Bills, Payments, Profile, Contact Us, and Help. The Payments tab is selected, and a dropdown menu is visible with options: View Payment History, View Payment Accounts, and View Recurring Payments. A mouse cursor is hovering over the View Recurring Payments option. Below the navigation bar, there is a message: "You can manage bills, monitor use and control costs, and more!" followed by a note: "Note: If you cannot access a selected Action, disable pop up blockers." Below this is a "Recent Messages" section with the text "No messages found." and a "My Utilities Accounts" section with a table of accounts.

Account Number	Service Address	Actions
1234567890	12345 Main St, Fort Collins, CO 80501	 Manage My Bill    Monitor My Use

2. Click the Add Recurring Payments button



The screenshot shows the City of Fort Collins Utilities website, specifically the Recurring Payments page. The navigation bar is the same as the previous screenshot. Below the navigation bar, there is a breadcrumb trail: Home > Payments > Recurring. The page title is "Recurring Payments". Below the title, there is a message: "To set up a recurring payment, click on the 'Add Recurring Payments' button below. To edit or cancel an existing recurring payment, use the buttons found in the action column." followed by an "Important Note! Use recurring payments ONLY to pay future bills. To pay existing balances on your account, go to Bills > View History, and select View/Pay Bill." Below this is a "Recurring Payments" section with a table of recurring payments.

Account Number	Account Amount	Payment Account	Status	Action
No Recurring Records Found				

[Add Recurring Payments](#)



### 3. Complete the form and click Submit

#### Add Recurring Payment

To set up a new recurring payment, fill out all the required fields and click on 'Submit'.


Important Note! Use recurring payments ONLY to pay **future** bills. To pay existing balances on your account, go to Bills > View History, and select View/Pay Bill.


#### Account

Account to pay (to):

Payment Account (from):  [Add New](#)

#### Payment Period

Starting:   (mm/dd/yyyy)

Ending:   
☒ Until further notice   
☐ End Payment Date   (mm/dd/yyyy)   
☐ Number of Payments  payments

#### Payment Option

☒ Automatic ☐ Fixed

Optional Maximum payment:  (optional)

You may set a maximum payment amount.

Please note if your monthly bill exceeds this amount, your payment will not automatically process.

Pay:   
☒ when bill arrives   
☐ on due date   
☐  day(s) before due date

## QUESTIONS?

If you have any questions or concerns, please contact us.

Phone: 970-212-2900

Email: [utilities\\_csd@fcgov.com](mailto:utilities_csd@fcgov.com)

Thank you!