

City of Bellaire

How to Enroll in Credit Card Auto-Pay

Any browser should work with the City's online payment website; however, users may experience issues if they have disabled third-party cookies in their browser. More information can be found whether browser cookies are enabled at:

<https://www.whatismybrowser.com/detect/are-third-party-cookies-enabled> .

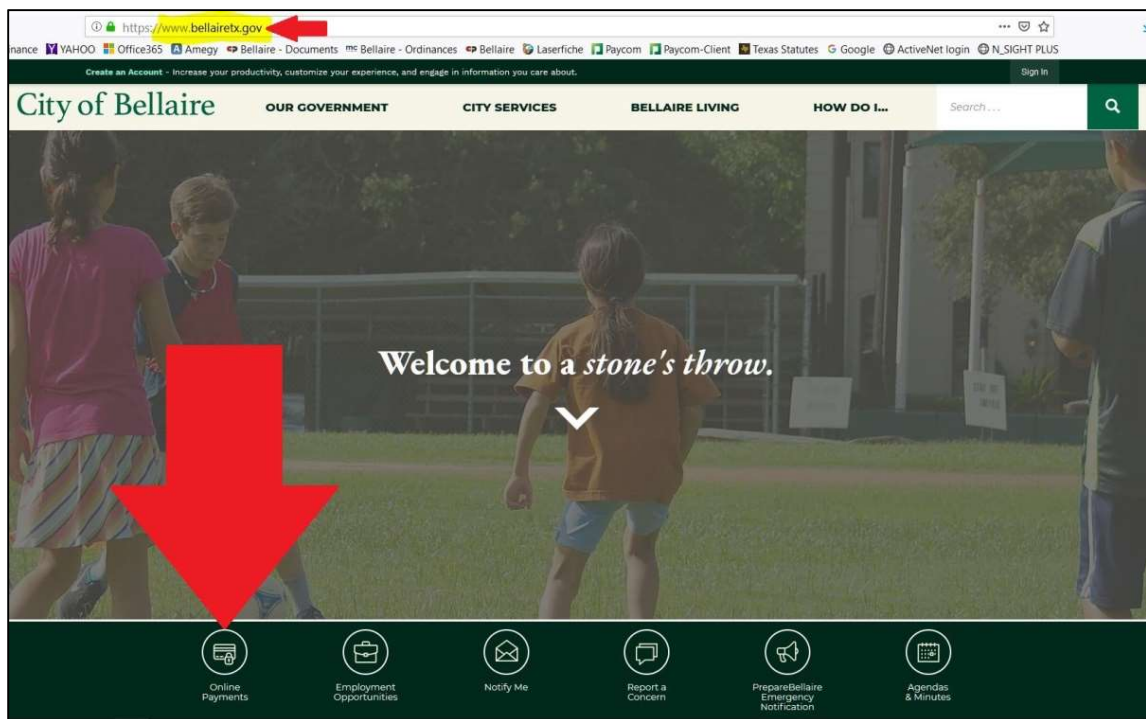
We urge users to enable cookies when signing up to make payments. More information on how to turn on cookies for your browser can be found at:

<https://www.whatismybrowser.com/guides/how-to-enable-cookies/> .

If you have enabled cookies and continue to experience problems, try using another browser.

Now, let's get you enrolled for automatic credit card payments!

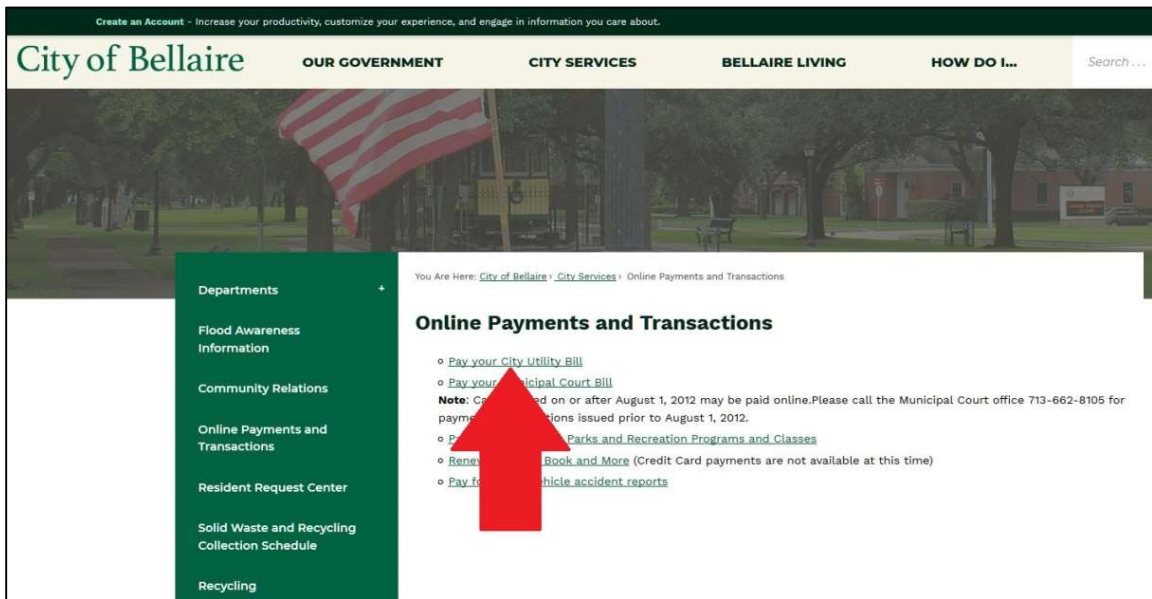
1. Navigate to the City's website (www.bellairetx.gov).
2. Scroll to the bottom and click on **Online Payments**.



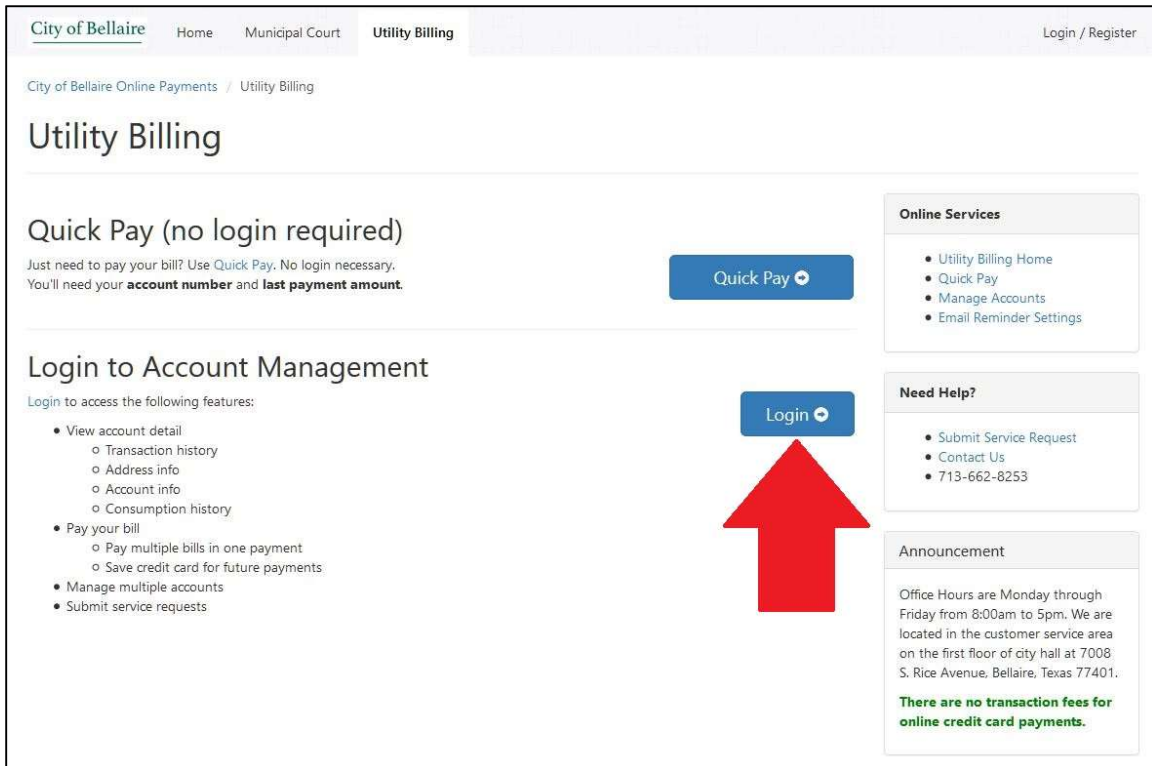
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3. On the following page, click on **Pay your City Utility Bill**.



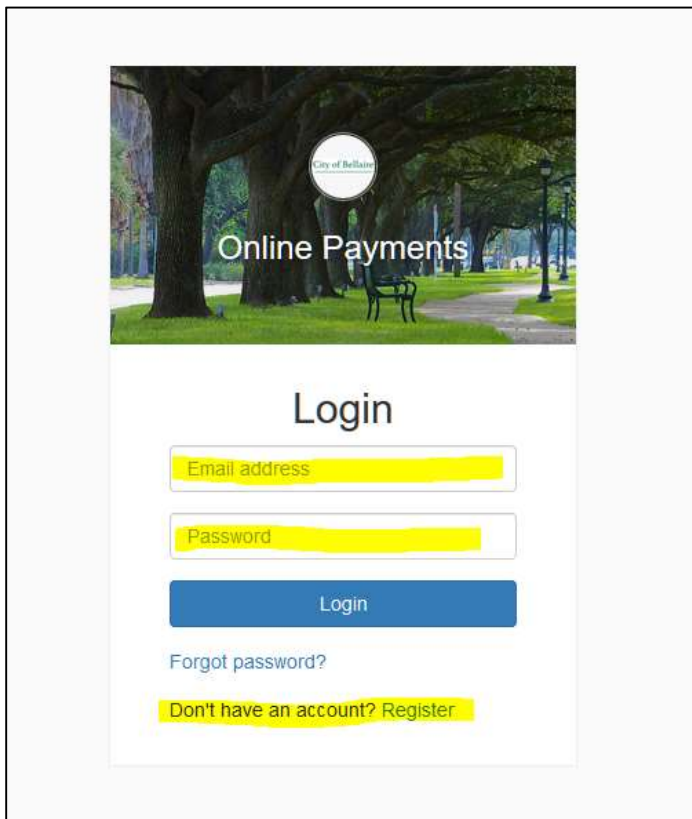
4. On the next page, click on **Login**.



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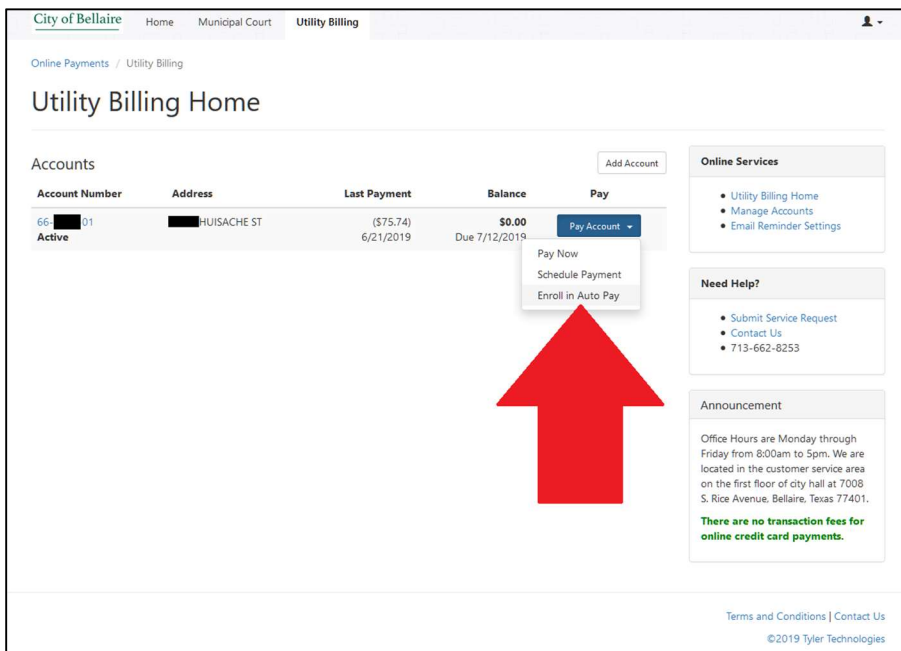
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5. On the next page, login to your account. (If you do not have an account you must first register.)



The screenshot shows the 'Online Payments' login page for the City of Bellaire. At the top, there is a header image with the City of Bellaire logo and the text 'Online Payments'. Below this is a 'Login' section with two input fields: 'Email address' and 'Password'. A blue 'Login' button is positioned below the password field. Underneath the button are two links: 'Forgot password?' and 'Don't have an account? Register'.

6. After logging-in, click on the **Pay Account** button and select **Enroll in Auto Pay** from the drop down menu.



The screenshot displays the 'Utility Billing Home' page. At the top, there is a navigation bar with 'City of Bellaire', 'Home', 'Municipal Court', and 'Utility Billing'. Below the navigation bar, the page title is 'Utility Billing Home'. The main content area features a table of accounts and several service panels. A red arrow points to the 'Enroll in Auto Pay' option in a dropdown menu.

Account Number	Address	Last Payment	Balance	Pay
66-01 Active	■■■■■ HUISACHE ST	(\$75.74) 6/21/2019	\$0.00 Due 7/12/2019	Pay Account ▾ Pay Now Schedule Payment Enroll in Auto Pay

Online Services

- Utility Billing Home
- Manage Accounts
- Email Reminder Settings

Need Help?

- Submit Service Request
- Contact Us
- 713-662-8253

Announcement

Office Hours are Monday through Friday from 8:00am to 5pm. We are located in the customer service area on the first floor of city hall at 7008 S. Rice Avenue, Bellaire, Texas 77401.

There are no transaction fees for online credit card payments.

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7. On the next screen, enter your payment date and enter your credit card information, then click the **Enroll Now** button.

City of Bellaire Home Municipal Court Utility Billing

Online Payments / Utility Billing / Auto Pay

Enroll in Auto Pay

By enrolling in Auto Pay, you understand that your account will automatically be drafted on the same day every month. We recommend you pay 5 days before your expected due date. If you schedule your payment after it is due, you may incur a late penalty that, if left unpaid, will result in disconnection of service.

■■■■ HUISACHE ST Acct# 66-■■■■-01

Payment Date

Select Your Payment Day: I want my payment to draft on the **1st** of every month. My first draft will be **7/1/2019**.

Payment Method

VISA Visa ..00 Edit More ▾

Enter new Credit card

Cancel Auto Pay **Enroll Now**

8. After enrolling, you will see a confirmation screen.

City of Bellaire Home Municipal Court Utility Billing

Online Payments / Utility Billing / Auto Pay / Auto Pay Setup Confirmation

Auto Pay Setup Confirmation

You have successfully enrolled in AutoPay!

Your credit card ending in ■■■0 will be drafted on the **1st** of every month for account # **66-■■■■-01**. You will receive a payment reminder 3 days in advance and a notification after each payment is made.

Manage Auto Pay Back to Accounts

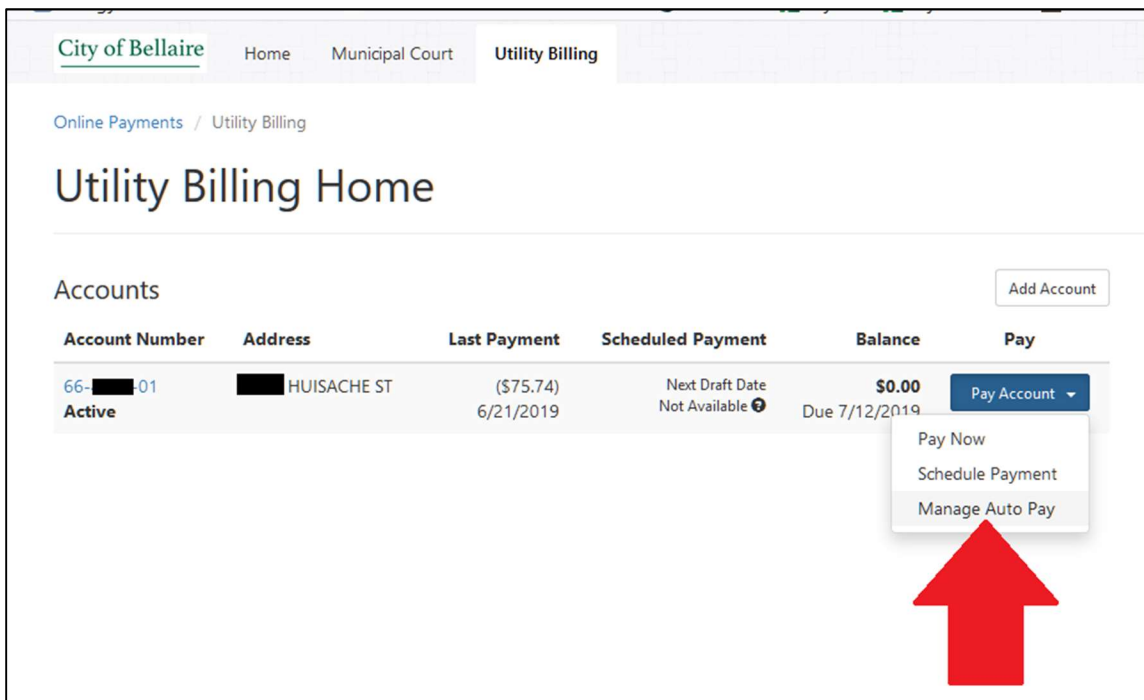
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9. You will also get a confirmation email.



10. From the Utility Billing home page, you can cancel or edit you auto-pay. Click on the **Pay Account** button and select **Manage Auto Pay** from the drop down menu.



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11. From here you can update your credit card payment information (new credit card, updated expiration date, etc.), postpone your credit card auto-pay, or cancel your credit card auto-pay.

The screenshot shows the 'Manage Auto Pay' page for a utility account. At the top, there is a navigation bar with 'City of Bellaire', 'Home', 'Municipal Court', and 'Utility Billing'. Below this is a breadcrumb trail: 'Online Payments / Utility Billing / Auto Pay / Manage Auto Pay'. The main heading is 'Manage Auto Pay'. The account name is '■■■■ HUISACHE ST' and the account number is 'Acct# 66-■■■■-01'. A status message with a green checkmark icon says 'This account is active.' Below this, the 'Next Payment' section states: 'Account balance is \$0.00 or less. Your next payment date is not available at this time until your balance is greater than \$0.00.' There are three buttons: 'Update Payment Info' (blue), 'Postpone Auto Pay' (blue), and 'Cancel Auto Pay' (red). A yellow note box at the bottom says: '* Note: The scheduled amount shown does not include any fees.'