

Cologne Utility Customers:

# How to Register to Pay Online or View your Bill Online



1

Already have an account?  
PLEASE LOG IN

Email Address

Password

**LOG IN**

Forgot password?

OR

Don't have an account?  
CREATE AN ACCOUNT

**REGISTER NOW** **QUICK PAY**

By registering for our payment service, you can:

- Pay by checking/savings/credit card
  - A convenience fee based on the amount of your payment applies and will be displayed prior to submitting the payment.
- Make payments in 3, quick steps
- View electronic payment history
- View eBills
- View balance due
- Manage multiple billing accounts
- Set up Auto-Pay, recurring payments
- Save payment methods
- And more

Click on Register (the first time you go online)  
(Future payments, simply log in with your ID)

2

Please locate your account

\*Required response

First Names:

\*Last Name:

\*Customer ID:

--- OR ---

\*Customer ID:

\*Business Name:

**SEARCH**

| Customer ID | Name     | State | Zip   | Register and make a payment | Make a one-time payment |
|-------------|----------|-------|-------|-----------------------------|-------------------------|
| 123467      | JOHN DOE | WI    | 12345 |                             |                         |

1 Customers Found

Welcome

Fill out the form on the left and click Search.

What can you do here?

- Pay by checking/savings/credit card
  - A convenience fee based on the amount of your payment applies and will be displayed prior to submitting the payment.
- Set up Auto-Pay
- View your bills
- Opt out of paper bills
- View payment history
- Print receipts
- Change your payment profile

Need help?

If you can't find your account, please contact Insurance Company A at 6089999999 to ask them to provide your account information.

If you would prefer to pay by our automated phone system, call 1111111111.

If you are experiencing difficulty with the system, please contact Payment Service Network Customer Support at 866-917-7368.

Sign in by entering:

- Account Number (this is on your utility bill)
- Last Name

Once you hit Submit, your name should appear at the bottom

- Click on Select

*If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call the utility office at 952-466-2064.*

3

SETTINGS

In order to make a payment on your account, please create your login credentials.

Email Address

Confirm Email Address

Password

Confirm Password

Note: Your password must be between 7 and 20 characters

Secret Question

Your Answer

By selecting Save, you agree to our Terms & Conditions.

**CANCEL** **SAVE**

Fill out the requested information and select Continue.

That's it. You can now view your bills and make a payment!

If you have questions on the amount of your bill or your account number, please call the utility office at 952-466-2064. If you have questions on paying or viewing your bills online, please call PSN at 866-917-7368.