

ONLINE PAYMENT TUTORIAL

Online Payment Via the City Website – you can use Visa and Mastercard with a \$1.00 convenience fee per transaction.

1. Go to www.cityofrosehill.com – click on the pay utilities tab
2. Click on “view” and “pay utility bills accounts online”
3. Enter email and password and then click “create account”
4. The system will inform you that your registration is complete and that the account has been successfully created – an email containing your password will be sent to the email address you entered.
5. Enter your email and password that you received and then log in and click on “add an account”
6. Input your location ID (important to enter the whole number and dashes) this is found on the upper right hand corner of your bill or you may call us and we can give the number to you – enter the last payment amount and click “submit”
7. Click on account underlined in blue – this will take you to the account detail tab and then you can click on “make a payment”
8. Enter your credit card information and then click the “process payment button”