

SIGN UP TO PAY

YOUR UTILITY BILLS ONLINE



LLOYDMINSTER



Virtual City Hall is a self-serve tool for City customers to view, print and pay bills online. Signing up for a Utility Account also allows you to view your property tax information online.

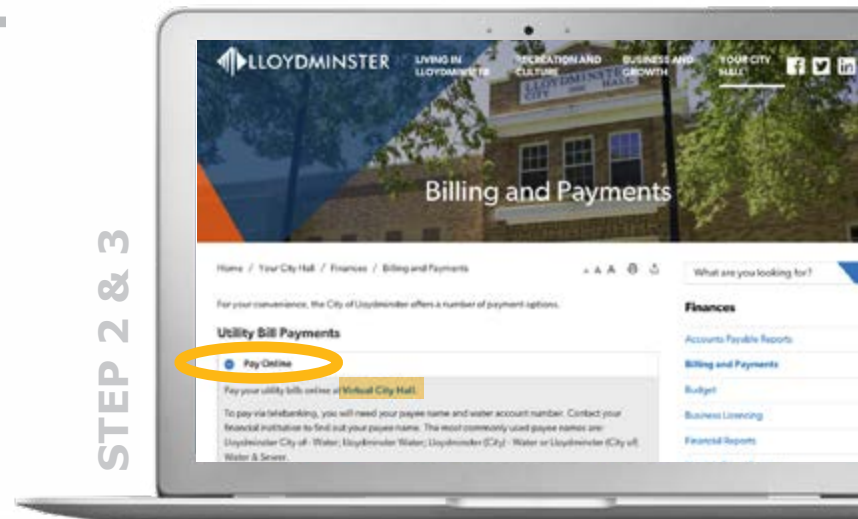
In order to sign up for Virtual City Hall you will need your Utility Invoice information to fill in the necessary fields.

HOW TO SIGN UP FOR VIRTUAL CITY HALL

1. Visit lloydminster.ca/payments
2. Click **'Pay Online'** under **'Utility Bill Payments'**
3. Click **'Virtual City Hall'**
4. Click **'Sign in'**
5. Click **'Activate your account with us'**
6. Complete fields - **Username, Password, Confirm Password, Email Address and Confirm Email Address** (note: the Username and Password are of your choosing)
7. Click **'Next'** and complete the following fields:
 - a) **Registration Account Type** - Select **Utility Account** from dropdown menu
 - b) **Account Number** - Enter account number exactly as shown on Utility bill. Example: 123-456-0000
 - c) **Name On Bill** - Enter your name exactly as shown on your Utility bill. Example: Smith, John, A.
8. Click **'Next'**
9. You will now be able to log in to pay or view your bills.

If you encounter any problems with setting up your account please contact the City of Lloydminster Water Department at 780-875-6184 Ext. 2125 or water@lloydminster.ca. Want to go paperless? Please call or email the water department to set up email billing.

STEP 2 & 3



STEP 4



STEP 5

