

City of Vacaville Electronic Bill Pay Enrollment

- Go to <https://www.onlinebiller.com/vacaville>
- Click on the “Enroll for Online Billpay” button.



LOGIN MAKE A ONE-TIME PAYMENT

Welcome to City of Vacaville Online BillPay

Login ID

Password

[Forgot your Login ID?](#)
[Password Help?](#)

Login

Don't have a Login ID?

Enroll today to set up your secure user name and password, view and pay bills, and see your account status and payment history.

Enroll

← From the Online Billpay home page, click the enroll button to create an online account.

VACAVILLE ONLINE BILLPAY

Welcome to our new Online BillPay! Please note: any passwords set prior to April 21st, 2020 will not work and need to be reset. Please visit the "Password Help?" link above.

For more instructions on resetting your password [Click Here](#).

- Enter your account number and service address



Account Setup

To verify your identity, we need your Account Number and Service Address Street Number

Account Number

Service Address Street Number ?

Validate

← From the account setup page, enter your account number and the street number of your service address in the fields provided.

- Confirm that it is the correct account and press “Continue to Login & Password



Account Setup

[PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) [PAYMENT ACCOUNTS](#)

Name

Name

Billing Address

Country

Street

Address 2

City State

ZIP Code

Contact Info

Phone Mobile ▾

[Add Another Telephone Number](#)

Email

[Add Another Email Address](#)

Review information in the account setup section for accuracy and provide a good email address and contact number.

Then select continue to Login and password.



Continue to Login & Password

- Choose your username and password and click the “Continue button”



Account Setup

[✓ PROFILE](#) [LOGIN & PASSWORD](#) [TERMS OF SERVICE](#) [PAYMENT ACCOUNTS](#)

Create an Account

Login ID ← Create a Login ID for your new account

Password ← Create a password that follows the password guidelines

Passwords must have at least 8 characters and have at least 3 of the following:
 - 1 or more numbers
 - 1 or more uppercase characters
 - 1 or more lowercase characters
 Passwords cannot include:
 - the last 3 passwords
 - your name
 - your Login ID
 - more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
 - more than 3 consecutive characters or numbers, such as aBcD or 4567
 - the zero character at the start or end

Re-enter password, just to be sure ← Re-enter your new password

Continue to Terms of Service

[Go Back](#) [Continue to Terms of Service](#)

- Review the Terms of Service. After reviewing, click the box to agree to the terms and select 'Continue to Payment Accounts'.

The screenshot shows the 'Account Setup' page with the 'TERMS OF SERVICE' step selected. A green arrow points to the 'Terms of Service' link. Below it is a checkbox with the text: 'By clicking this box, you are enrolling in this service and have read and agree to the Terms of Service for this site.' To the right, there is a green button labeled 'Continue to add a payment account' with a green arrow pointing down to a 'Continue To Payment Accounts' button. A 'Go Back' link is also visible.

City of Vacaville
Ready City. Big Opportunities.

City of Vacaville Homepage

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD **TERMS OF SERVICE** PAYMENT ACCOUNTS

[Terms of Service](#) Click this link to review the Terms of service. After reviewing, click the box to agree to the terms.

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

[Go Back](#) [Continue To Payment Accounts](#)

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- You may then add a payment profile if you would like. Please enter the payment information if you would like to set your account up for AutoPay. If you do not wish to add a payment profile, please click on the "Add later" button. Once you enter in the information, you will click on the "finish enrollment" button.

The screenshot shows the 'Account Setup' page with the 'PAYMENT ACCOUNTS' step selected. Under the heading 'Add A Payment Method', there are three options: 'BANK ACCOUNT', 'CREDIT OR DEBIT CARD', and 'ADD LATER'. A green arrow points to the 'Finish Enrollment' button at the bottom right.

City of Vacaville
Ready City. Big Opportunities.

City of Vacaville Homepage

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE **PAYMENT ACCOUNTS**

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

BANK ACCOUNT

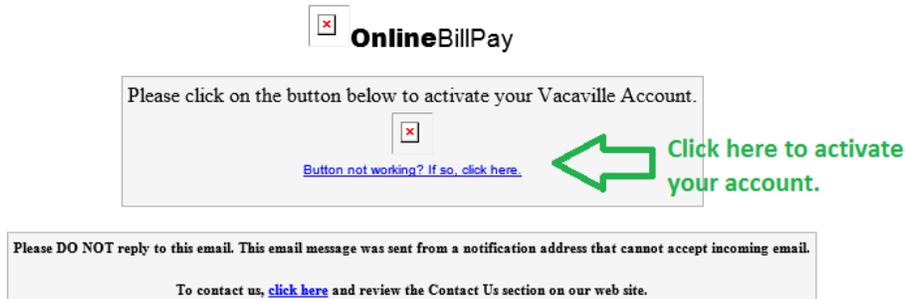
CREDIT OR DEBIT CARD

ADD LATER

Select one of the links to add a payment method to your online profile using either your checking account number or debit card. You may also choose to add this information at a later time.

Select finish enrollment to complete your online billing profile. [Finish Enrollment](#)

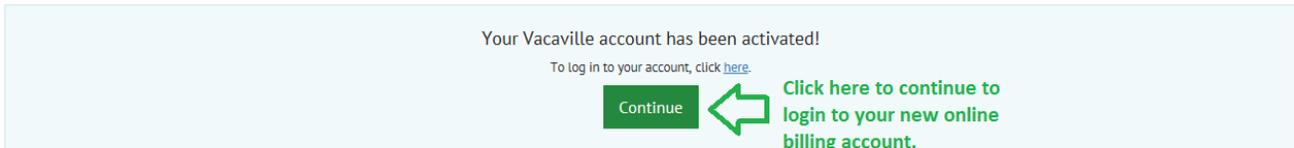
- Next, Go to your email inbox and open the City of Vacaville “**Activate your City of Vacaville Online Billpay Account**” email. Click on the “Click here to activate your account” link in the body of the email.



- When you click on the link, it will take you to an activation successful page and will say “Please log in to complete enrollment by “clicking here”. You will want to click that link to finish your enrollment.



Your Vacaville account has been activated!



- If you would like to sign up for AutoPay, you will click on the link that says “AutoPay” on the top or right side of the screen.

The screenshot shows the Vacaville website home page. At the top right, there are navigation links for "Home" and "AutoPay". A green arrow points to the "AutoPay" link. In the top right corner, there is a "test" button. Below the navigation bar, there is a "Home" header. The main content area is divided into three columns. The left column contains the "Account Number" section with a dropdown menu showing "Account Number 010916.0013" and a "View Bill" button. The middle column contains account details: "Statement Date" (4/23/2020), "Due Date" (4/23/2021), and "Amount Due" (\$0.00). The right column contains the "Payment Amount" section with a text input field showing "0.00", a "Payment Method" dropdown menu with an "Add A Payment Method" link, and a "Pay Date" section showing "4/27/2020". At the bottom of the main content area, there is a green "Continue to Payment" button. On the right side of the page, there is a sidebar with "MESSAGES" and "AUTOPAY" sections. The "AUTOPAY" section has an "Add" button, which is highlighted with a green arrow. A text box next to the arrow says: "Click here or the autopay tab at the top of the screen to set up automatic payments." At the bottom of the page, there is a footer with the text: "© 2020 City of Vacaville. All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Logout](#)".

- Next, create an Automatic Payment by clicking ‘Create New Recurring Payment’.

The screenshot shows the Vacaville website AutoPay page. At the top right, there are navigation links for "Home" and "AutoPay". A green arrow points to the "AutoPay" link. In the top right corner, there is a "test" button. Below the navigation bar, there is an "AutoPay" header. The main content area is divided into two columns. The left column contains a "Recurring Payment" section with a "Recurring Payment Message" box. The message text reads: "Automatic Payments will be drafted on the due date starting with the NEXT billing cycle. You are responsible for paying any outstanding balance on the CURRENT billing cycle." The right column contains a green "Create New Recurring Payment" button, which is highlighted with a green arrow. Below the button, there is a text box that says: "Click here to create your automatic payment". At the bottom of the page, there is a footer with the text: "© 2020 City of Vacaville. All Rights Reserved. | [Terms of Service](#) [Contact Us](#) [Logout](#)".

- You will then choose your payment name and click 'Continue'.

Vacaville
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Home AutoPay test

Recurring Payment Setup

PAYMENT INFO SCHEDULE PAYMENT METHOD AUTHORIZATIONS

PaymentName

Select Account Number

Recurring Payment for Account Number 010916.0013

Automatic Payments will be drafted on the due date starting with the NEXT billing cycle. You are responsible for paying any outstanding balance on the CURRENT billing cycle.

Create a payment name of your choosing to identify your payment profile, and then select continue Continue

- You will then select to make your payment on the Due date, and select to be sent a reminder if you so choose. Then click 'Continue'.

Vacaville
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Home AutoPay test

Recurring Payment Setup

✓ **PAYMENT INFO** **SCHEDULE** PAYMENT METHOD AUTHORIZATIONS

When would you like to make your payment?

On Due Date Day of the Month

Payment Amount Select the option to make the recurring payment on the due date.

Amount Due Fixed Amount

Keep Making This Payment Until

Stop The Payment

The Recurring Payment will continue until it is cancelled.

Send me a reminder days before payment is to be processed.

Reminder: We recommend you record this payment schedule as a reminder in the event the email is overlooked or not delivered to your email address.

Check this box if you would like to receive a reminder before your payment is processed, then select continue Continue

- Next, add a payment method. If you previously added a payment profile, you may select it from the drop down. If not, click 'Add a payment method to add a checking account, debit card, or credit card number. Then select 'Continue'.

The screenshot shows the 'Recurring Payment Setup' page with the 'PAYMENT METHOD' tab selected. A green arrow points to the 'Add A Payment Method' link. Another green arrow points to the 'Continue' button. A green text box says: 'If you have already added a payment profile, you may select it from the dropdown, if not click the 'Add A Payment Method' to add a payment profile.' At the bottom right, another green arrow points to the 'Continue' button with the text: 'After adding your payment method, select continue'.

- Finally, review the terms and conditions for autopay, and check the box to agree. Select 'Finish'.

The screenshot shows the 'Recurring Payment Setup' page with the 'AUTHORIZATIONS' tab selected. A 'Billing Authorization' section contains terms and conditions. A green arrow points to the checkbox for agreeing to terms. Another green arrow points to the 'Finish' button. A green text box says: 'Click 'Finish' to complete your Autopay enrollment'.

- You are now enrolled in AutoPay. Please make sure to pay any outstanding balance as the AutoPay will not begin until your next billing cycle. If you are signing up for AutoPay to have your deposit waived, you do not have to make a payment.