How to Schedule an Automatic Utility Bill Payment
September 2019

1. Go to www.delmar.ca.us/paymybill and click on the “Pay Online” link to go directly to the Paymentus Customer Dashboard.

1. Click on “Register Now”

2. Complete the enrollment form. When you are finished, click on “Enroll” at the bottom of the page.
3. Next, enter your 8-digit account number, including dashes. Click “Add”. (The eight-digit account number is located in the upper left-hand corner of your Utility Bill. If you do not know the eight-digit account number, please call Finance Customer Service at 858-755-9354, option 2).

4. Click on the box “I agree to the Payment Authorization Terms” and then click “Add Account.”

5. Click on “Back to Accounts.”
Then, Click on “AutoPay.”
6. To add a payment method, click “Add New.”

7. Enter the credit, debit, or e-check information and click “Add.”
8. Click “Continue” to schedule the auto-pay.
9. On this screen, select an “end date” only if you wish the auto-pay to be temporary. Otherwise, leave the end date blank and click “I authorize” to complete the auto-pay setup.

10. Print the confirmation for your records.

11. To edit, add, or remove payment methods, click on the “My wallet” icon. Click on the “Edit” button to modify or remove the payment method.
12. To turn off autopay, from the main accounts screen, slide AutoPay toggle to No.