




How to Schedule an Automatic Utility Bill Payment January 2015

- Go to www.delmar.ca.us/billpay and click on the "Pay Online"  link to go directly to the Paymentus Customer Dashboard.

- Click on "sign up now"

Already have an account?
Please enter your email and password and click Login.
If you are not enrolled yet, please [sign up now](#)

- Complete the sign up form. When you are finished, click on "Sign Up" at the bottom of the page.

My Profile Information

* First Name:

* Last Name:

* Email Address:

* Phone Number: () - ext.

* ZIP Code:

* Language Preference: English

Passwords must meet the following requirements:

- must be at least 6 characters in length
- must contain at least one number and 1 alpha
- only alphanumeric characters are allowed

For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of numbers.

* Password:

* Re-enter password:

* Security Question 1: ▼

* Security Answer 1:

* Security Question 2: ▼

* Security Answer 2:

- The next screen confirms enrollment. **You are now enrolled**

Click on the "Back to Login" button at the bottom of the page.

- From the Customer Dashboard login page, enter the email address and password that you created in step 2.

Customer Das

Already have an account?
Please enter your email and password and click Login.
If you are not enrolled yet, please [sign up now](#)

Email:

Password:

[Forgot Password?](#)

5. From the Accounts tab, click on “Add an Account”.



6. 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).

Please enter all of the information below and click **Continue**.

Account Information

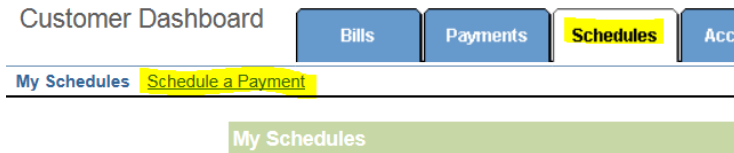
Payment Type: Utility Bill (Consumer)

Please enter your 8 digit account number including the dashes. For e.g. 01-0230-13

* Account Number:

Add **Cancel**

7. Click on the “Schedules” tab. Click on “Schedule a Payment”.



8. Select the account and click “Continue”.

Please select the account below and click **Continue**.

1-1 of 1 Items

Account Number	Payment Type	Amount Due	Date Due	Date Authenticated	Suspended
<input checked="" type="radio"/> <input type="text"/>	Utility Bill	\$275.70	Nov 5, 2014	Jan 26, 2015 2:35:31 PM	No

Continue **Cancel**

9. Select the payment method and click “Continue” and enter in the payment card information. Click “Continue” again. *You do not need to select an “End Date” unless you are setting up automatic payments on a temporary basis.*

Select Account Payment Information Confirm Payment

Please enter all of the information below and click **Continue**.
Only fields marked with * are mandatory

Schedule Information

* Frequency: On the due date of each bill

Please note that a payment for the amount on the bill will be processed each month on the due date up to the maximum amount

End Date (not required):

MM dd yyyy

Payment Information

* Payment Method:

Continue **Cancel**

10. Review the information that you supplied and the Terms and Conditions. Check the box to agree to the Terms and Conditions. Click **Submit**.

Please review all of the information below and click **Submit**.

Contact Information

First name:
Last name:
ZIP code:
Daytime phone number:
Email address:

Account Information [Change](#)

Payment type: **Utility Bill**
Account number:
Suspended: **No**
Payment method: **Credit Card**
Start date: **Jan 26, 2015**
End date (not required): **N/A**
Frequency: **On the due date of each bill**
Maximum payment amount: **N/A**

Payment Method Information [Change](#)

Card type:
Card number:
Expiration date:
Card holder name:

[Click to read the Terms and Conditions](#)
 I agree to the Terms and Conditions.

[Submit](#) [Cancel](#)

11. The next screen is a confirmation. You may print the page for your records and/or click the link to “schedule another payment” if you have multiple accounts.

Scheduled Payment Details

Confirmation number: **12061**
Start date: **Jan 26, 2015**
End date (not required): **N/A**
Frequency: **On the due date of each bill**
Payment type: **Utility Bill**
Account number:
Payment method:
Card number:
Card holder name:
Payment amount: **N/A**
Total amount: **N/A**

[Schedule Another Payment](#) [Print this page](#)

12. Click “**Logout**” in the upper right hand corner of the screen when finished.