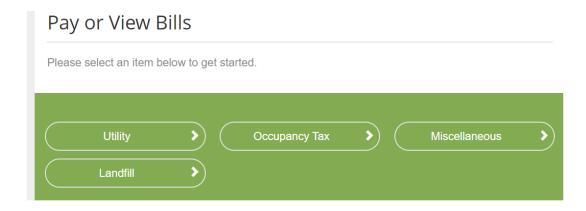
NEW Online Payment System Instructions:

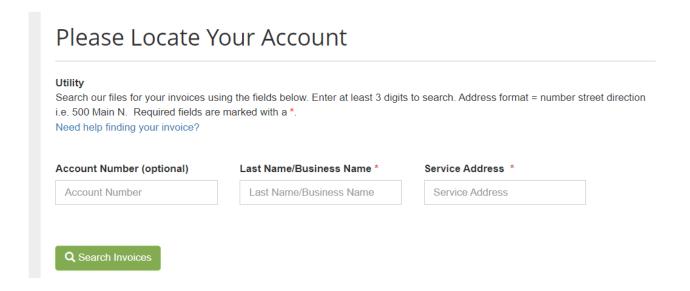
IMPORTANT!! Be sure to **cancel** any **autopay** or recurring payments **in the old online payment system** using the link below.

https://www.municipalonlinepayments.com/pierresd

➤ To get started in the NEW Online Payment System, click the link below and select Utility. https://www.invoicecloud.com/portal/(S(it5pmobtm1bgunvzoupq22gp))/2/Site.aspx?G=2bed6c6b-5c05-4459-90bf-78556218c7f4



From the page below, enter your last name or business name and the #'s of your service address. No need to enter your street name, but if you do, leave off the N/S or E/W. This is a lookup field, so you only need 3 characters in each field to search for your account. You do not need your account number.



➤ When the invoices come up, you will be able to Pay Invoices or Register Selected Invoices. You will need to check the box next to the invoice and make your selection





After you click Register, you will be prompted to enter your email address and create a password. You can make your paperless selection and then you will click Complete Registration.

Email Address *	Confirm Email Address *
Email Address	Confirm Email Address
Create Password *	Confirm Password *
Create Password	Confirm Password
✓ ✓ I would like to sign up for Paperless	
I understand that at any time, I can print out my bill and/or decide to receive paper bills by editing my online profile. Please select the Invoice Types on the right you wish to go Paperless for.	
In order to complete your enrollment, you must verify receipt of the <i>Paperless Registration</i> Information email which will be sent to your email address on record for each Invoice Type selected.	
Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account with full responsibility for decisions related to this account. Click to view Terms and Conditions .	
Complete Registration >	

➤ Once you complete your registration, you can pay your invoices, manage accounts, enroll in autopay or pay by text all from Your Account At a Glance. However you can also access all these features from the top menus for My Account or My Profile.

> To view your utility bill, you can click on Recent Open Invoices and select View Invoice from the next screen.

Open Invoices

