

# 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](https://www.invoicecloud.com/portal/(S(it5pmobtm1bgunvzoupq22gp))/2/Site.aspx?G=2bed6c6b-5c05-4459-90bf-78556218c7f4)

Pay or View Bills

Please select an item below to get started.

Utility > Occupancy Tax > Miscellaneous >

Landfill >

- 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.

Please Locate Your Account

**Utility**

Search our files for your invoices using the fields below. Enter at least 3 digits to search. Address format = number street direction i.e. 500 Main N. Required fields are marked with a \*.

[Need help finding your invoice?](#)

Account Number (optional) Last Name/Business Name \* Service Address \*

Account Number Last Name/Business Name Service Address

Q Search Invoices

- 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

[+ Add Selected Invoices to Your Cart](#)

| [Register Selected Invoices](#)


- 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 \*

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.

Utility

**In order to complete your enrollment, you must verify receipt of the *Paperless Registration 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

+ Filters

Select	Invoice	Invoice Date	Balance Due	
<input checked="" type="checkbox"/>	<b>Due in 15 days</b> Account #1-132756-00 Utility	2/3/2023	<b>\$122.05</b>	<a href="#">View Invoice</a> <a href="#">Payment History</a> <a href="#">Adjustment History</a> <a href="#">Scheduled Payment History</a> <a href="#">Remind Me</a>

Pay Selected >