

Instructions for Paying Water/Sewer Bills Online

1. Items you will need to set up an online payment:

- An E-mail address
- Your most recently paid water bill. This contains the last amount paid and the Location ID that is necessary to set up your account.

2. Go to <http://pinacity.govoffice.com>

- On the Right side of the screen in the middle of the page there is a section labeled “Now available! Water and Sewer On-line Bill Pay” In that section click the word “here” to go to the Pine City Online Payment Site.

3. Click on Utility Billing on the left or right sides of the screen.

4. Click on the “Member Registration” button in the middle of the screen.

- Enter your Email Address i.e. utilitybilling@pinacity.com
- Enter your name and phone number
- Then, create a password that you will be able to remember easily that is a minimum of 6 characters. Confirm the password by typing it again in the confirm password area.

Instructions for Paying Water/Sewer Bills Online

- **Instructions will be sent to your email to finish the registration process. Just click on the link in your email and it will bring you to the login page and automatically finish your registration.**
- 5. Once you are fully registered, login with your email address and the password you just created for this account.**
 - **The first time you access the account it will show that you do not have an account associated with this membership. Click the Add an Account button.**
 - 6. Now enter your Utility Billing Account Number which is listed on your Utility Bill as “Location Id”. Enter the numbers, letters, and dashes EXACTLY as it is shown (IMPORTANT: Do not forget to Capitalize the letters and to add the dashes between the numbers. i.e. MAIS-000000-1111-22)**
 - 7. Finally, enter the last dollar amount you paid toward your water/sewer bill. You may contact the Public Works Department at 320-629-6474 Mon-Fri 8:00-4:30pm if you do not have your last paid amount or have any other questions concerning the setup or payment of your account.**