



# On-Line Bills and Payment

Here are basic instructions for accessing your bills and/or making payments electronically:

- 1) Go to the City's website; <http://www.sequimwa.gov/>
- 2) Click on the "Utility Invoice & Pay" link, and then click on "View or Pay your Bill".

The next page looks like this:

**Pay and/or View Bills Online**  
The City of Sequim is excited to offer residents an easy and convenient method to view and pay their Utility bills online.

**Fast and Easy.**  
"One Time Pay", View bill and pay online with One Time Pay, no registration required (payment information is not retained).

**Safe and Secure.**  
Rest assured that your information is kept confidential and is 100% secure, backed by the highest standards in security today.

**Eco-Friendly.**  
Paying online reduces paper use and is an easy way to help the environment. You'll save natural resources like trees, and gas, and reduce your carbon footprint.

**HAVE A QUESTION?**  
You may reach us at (360) 683-4139.  
You may email your questions to [utilpay@sequimwa.gov](mailto:utilpay@sequimwa.gov).

**Already Registered?**  
Please Sign In to your Account

Email Address

InvoiceCloud Password

Enter Secure Code (shown below)

Secure Code **BRHT6**

Forgotten Password? | [Sign In](#)

**One Time Pay**  
Pay online with One Time Pay, no registration required.

[Pay Now](#)

**Register**  
If you are a first time user, you will need to create an account to be able to use these extended features:

- Review Invoice History
- Review Payment History
- Go Paperless
- Schedule Automatic Payments
- Pay With Previously Saved Remittance Information

[Register Now](#)

You'll need to register if you wish to use any of the following features:

- A. View your bills on-line
- B. Go Paperless (receive your monthly bills electronically).
- C. Establish an 'on-line' payment method (check or credit card)
- D. Enroll in Auto-Pay, which is processed the 25<sup>th</sup> of each month.



## On-Line Bills and Payment

Enter either your account number **OR** name and click the Submit button. The screen will now look something like this:

Account Number  
*(Must be an exact match.)*

Account Holder Last Name  
*(This field supports partial matches)*

<input type="checkbox"/>	Account #	Account Holder Last Name	Due Date	Bill Total	Balance Due
<input type="checkbox"/>	195.0	CITY OF SEQUIM	8/25/2014	\$105.88	\$0.00

Check the box next to your account number, and then click either of the "Register with Selected Invoice" buttons.

You can now go to the "My Profile" tab to select your Method of Payment, enroll in Auto-Pay, and/or elect to go Paperless.

You will receive confirmation emails which DO require you to "Complete Registration".

Please Note:

When signing back in to your account, you will need to enter the "Secure Code" which is not case-sensitive.