IGH Utility Billing Step-by-Step Guide:

- **Registering within the Payment System**
- **How to Enroll in Autopay**

1. First, **to register your account on the payment website**, go to: www.invoicecloud.com/CityofInverGroveHeightsMN and click **Register Now**.

2. On the **Account Locator** screen, please enter your account number, including the dashes and then click **Search Invoices**.

3. In the **Search Results** screen, **click in the box to the left of your name** and then click **Register Selected Accounts**.

4. On the **Register** screen,

- Enter your email address and confirm that it is correct.
- Enter a password and confirm that it is correct.
- Choose to receive a paperless e-bill or a paper bill sent in the mail.

If you prefer to receive paper invoices by mail, please UNCHECK this box. If you do not uncheck <u>this box</u>, you will be automatically signed up for e-bill invoices.

To complete your registration, click **Complete Registration**.

You have now successfully registered your account! Remember, you can always reach your home screen by clicking on the house icon at the top of the screen.

5. Next, enroll in **AutoPay**. From the **Your Account At A Glance** home screen, click inside the box that reads "**AutoPay   X Not Enrolled**."

6. On the **AutoPay** screen, **click on the blue highlighted line** that says, "Please add a new Payment Method before signing up for AutoPay by clicking here."
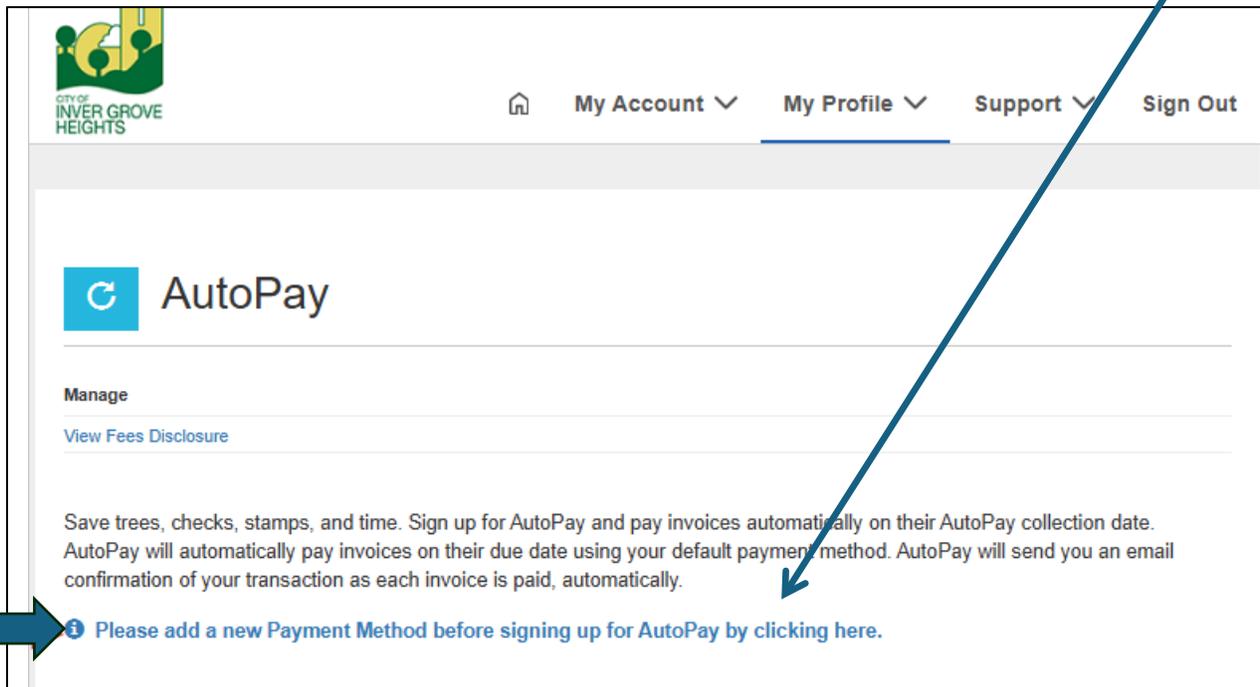
7. You'll be given the option to add a new credit card, debit card or a new bank account. **Enrolling by credit or debit comes with a 3.1% added convenience fee. Enrolling with a bank account comes with no added fees**. Click on your preferred option:
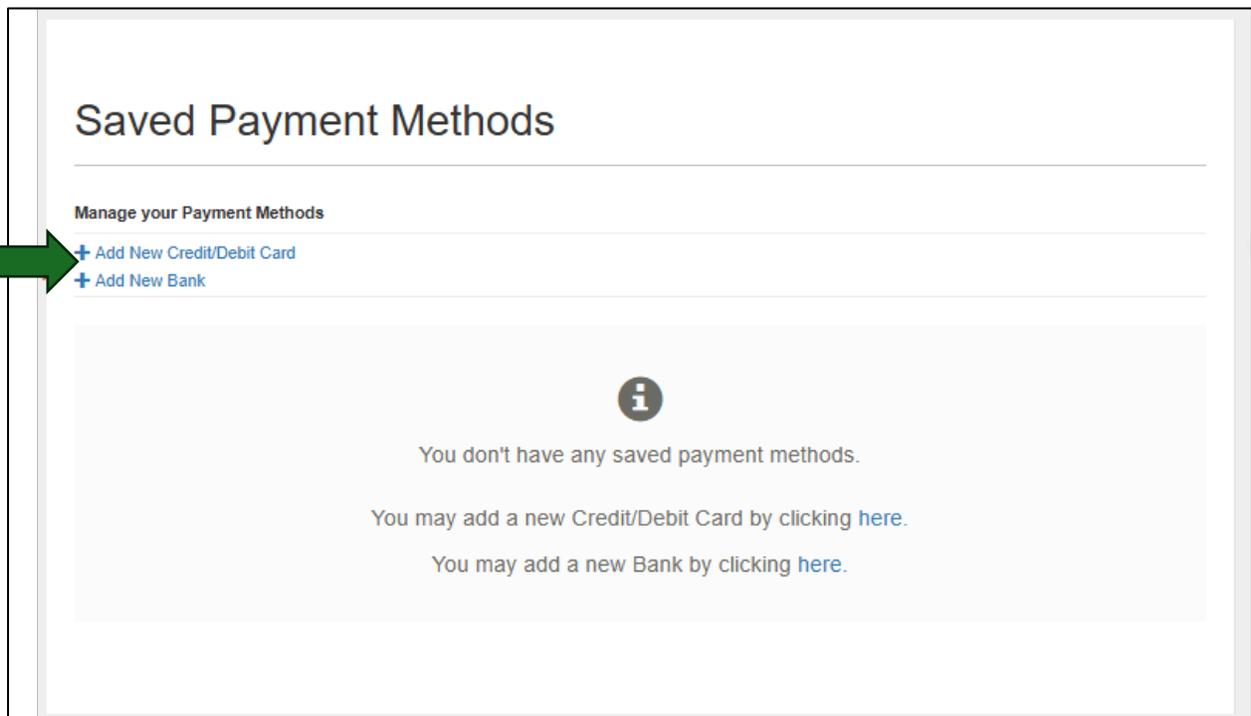
8. Fill in the required payment information, then click **Save Credit/Debit Card Information** or **Save Bank Information**, depending on your choice.

‹ Return to previous page

New Credit/Debit Card

Please fill out all fields below and click Save Credit/Debit Card Information to save your information. Need more information?

Asterisks (*) indicate required fields

VISA MasterCard AMERICAN EXPRESS DISCOVER

Credit/Debit Card Number *

Card Number

Expiration Date

Month *   **Year** *

Select Month   Select Year

Billing Name *   **Billing Address** *

▓▓▓▓▓MUELLER   ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

Country   **Billing City** *

United States   INVER GROVE HTS

State *   **Zip** *

Minnesota   55076

☐ Default

✔ Save Credit/Debit Card Information

‹ Return to previous page

New Bank

Please fill out all fields below and click Save Bank Information below. Need help filling out this information?

Asterisks (*) indicate required fields.

Bank Name *   **Bank Routing/ Transit** *

Bank Name   Routing Number

Bank Account Number *   **Confirm Bank Account Number** *

Account Number   Confirm Account Number

Account Type *

Select One

Billing Name *   **Billing Address** *

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Country   **Billing City** *

United States   INVER GROVE HTS

State *   **Zip** *

Minnesota   55076
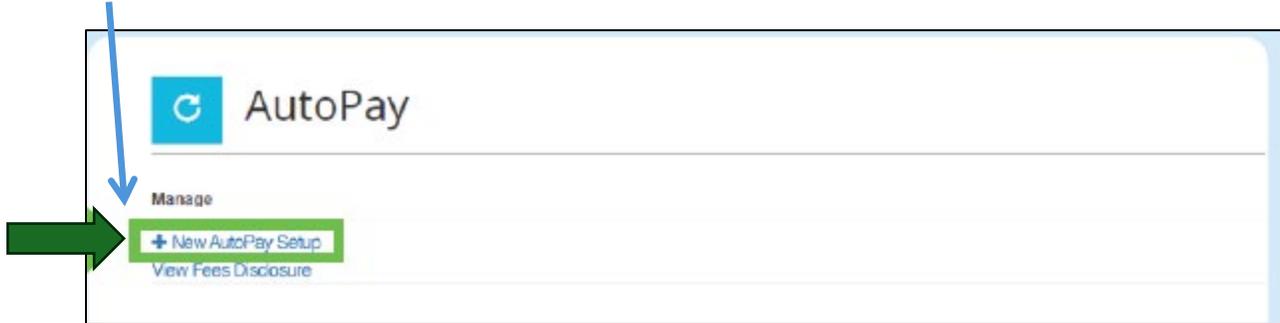
☐ Default

✔ Save Bank Information

9. Go back to your home page by clicking the house icon at the top of the screen. Then, click back into the **AutoPay   X Not Enrolled** box. You will be brought back to the AutoPay screen where you can click on **New AutoPay Setup**

10. This will bring you to the **New AutoPay Setup** screen. It will show the payment information you have entered. If the information is correct on the screen, click, "**Yes, put me on AutoPay**" and then click **Save this AutoPay Setup** at the bottom of your screen.
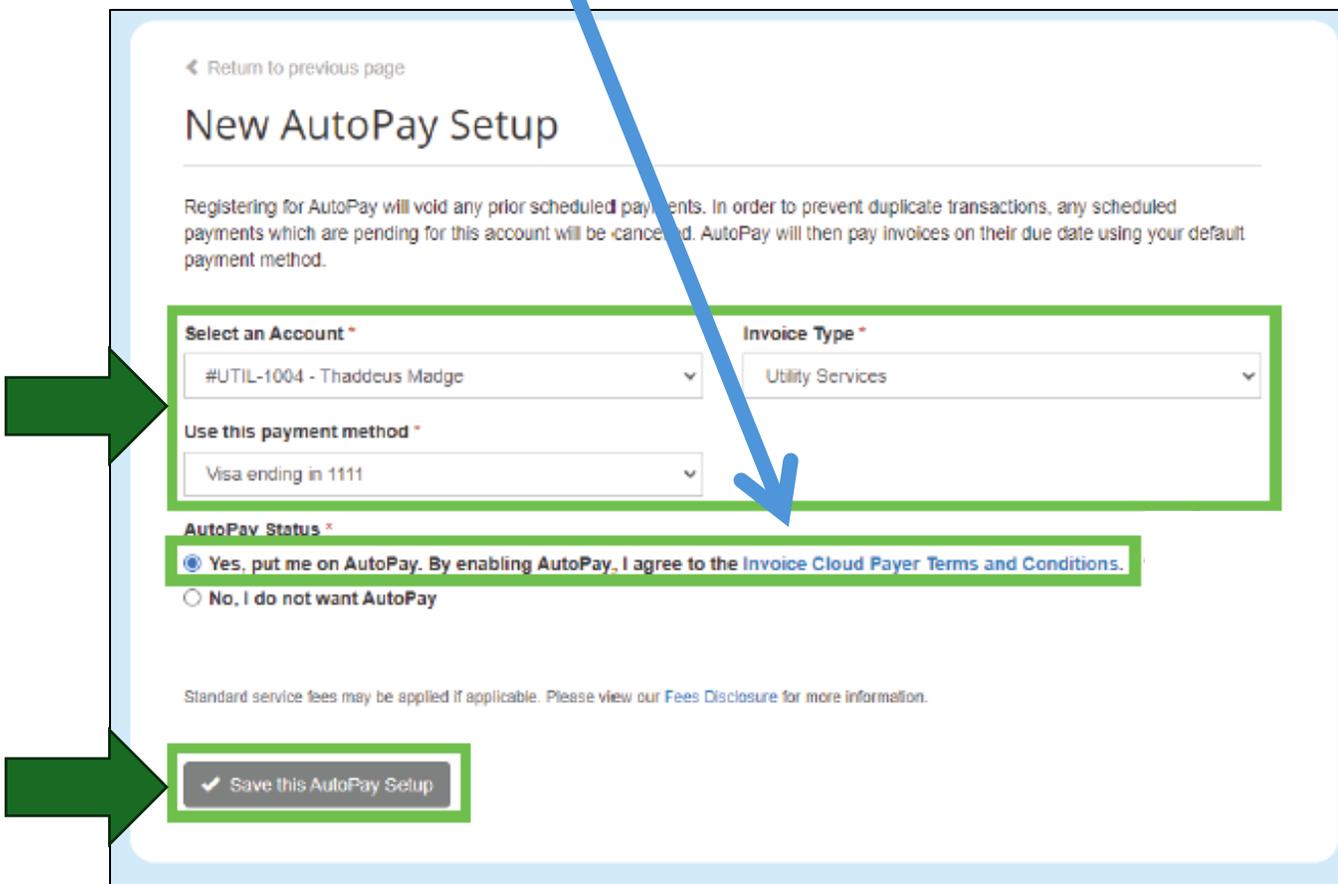
Once you have clicked save and return to the **Your Account At A Glance** home screen, you will see that the **AutoPay box is now highlighted as <u>Enrolled</u>**!
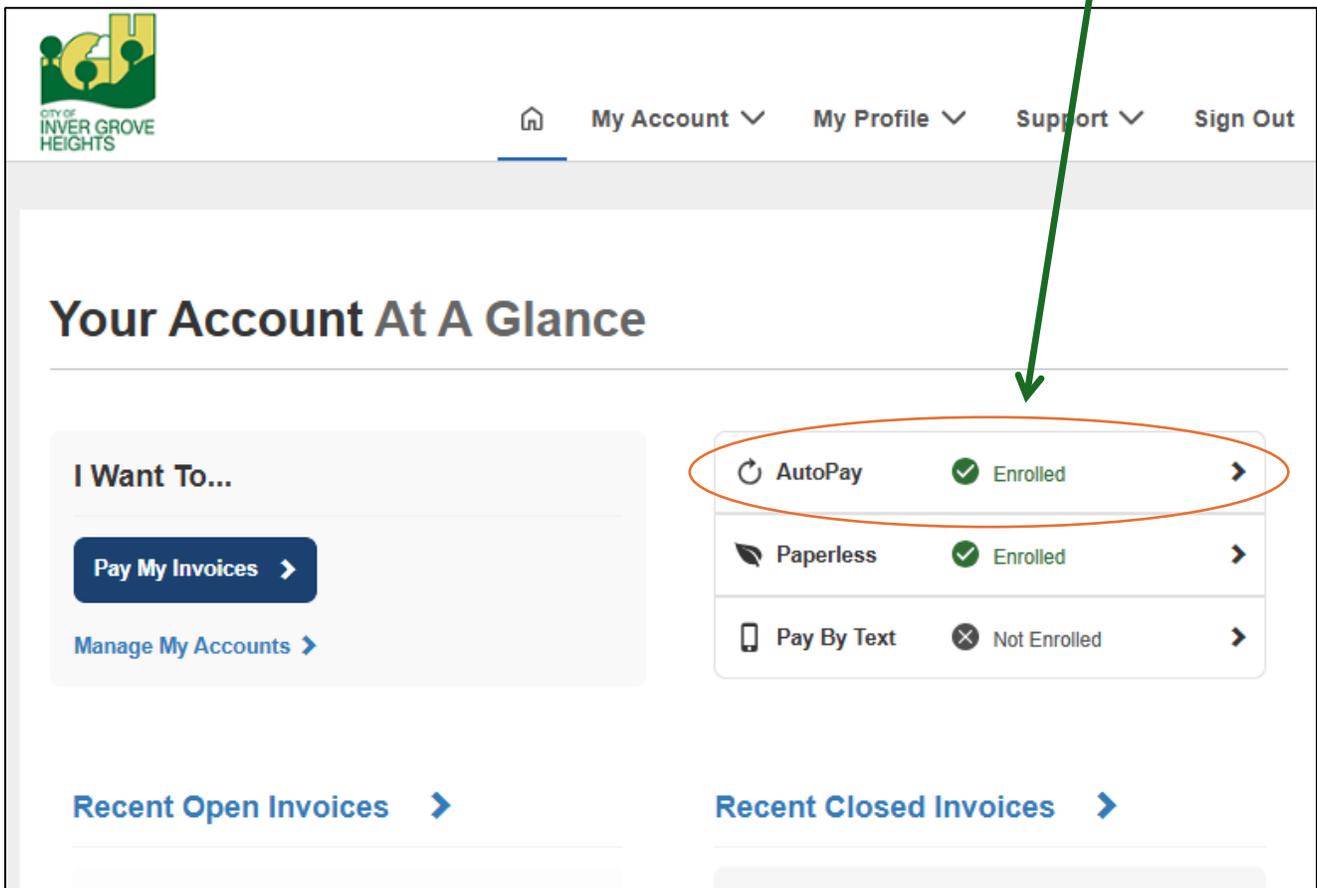
Autopay Enrollment ensures that your payment will automatically be debited on the 20th day of the month, following the issuance of your invoice, or the next business day.

You can always reach IGH Utility Billing during business hours:

- **Email: utilitybilling@ighmn.gov**
- **Phone: 651-450-2520**
- **In person at City Hall**

Thank you for enrolling! We look forward to providing you with excellent service for your Utility Billing needs.