

## Municipal Online Payments New Account Users:

Please Follow the Steps to setup your online account for utilities. This will allow you to view usage and pay your bill online (all online payments incur a 3.5% fee from the company not the town so it will show as a separate charge). When creating a new account, you must have made the first payment before you can register. If you have any questions you may call Town Hall at 828-387-4236.

### Steps:

- 1) Visit <https://www.municipalonlinepayments.com/beechemountainnc> click on "Sign In/Register" at the top right.
- 2) Click on the "Don't have an Account? Register" hyperlink
- 3) Fill out the appropriate information and click Register.
- 4) Look in Email For registration email and click the registration link.
- 5) Log into the Municipal Online Payments website with your newly registered credentials
- 6) Click on the Utility Billing option under Available Services (this is important because you may be Registered at this point, but this step is what associates you with the city's specific data)
- 7) Click on Add Account
- 8) Enter their Account Number and their last Payment Amount (do not include CC Fees in this amount) then click Add Account.