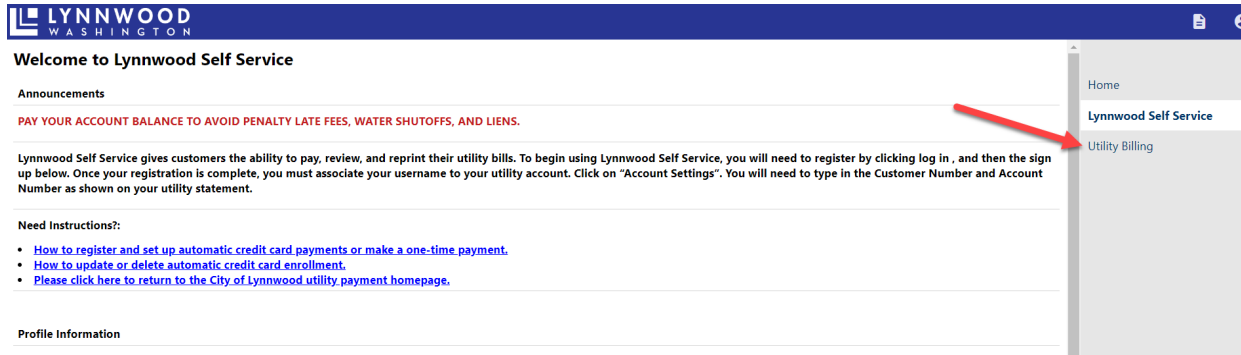
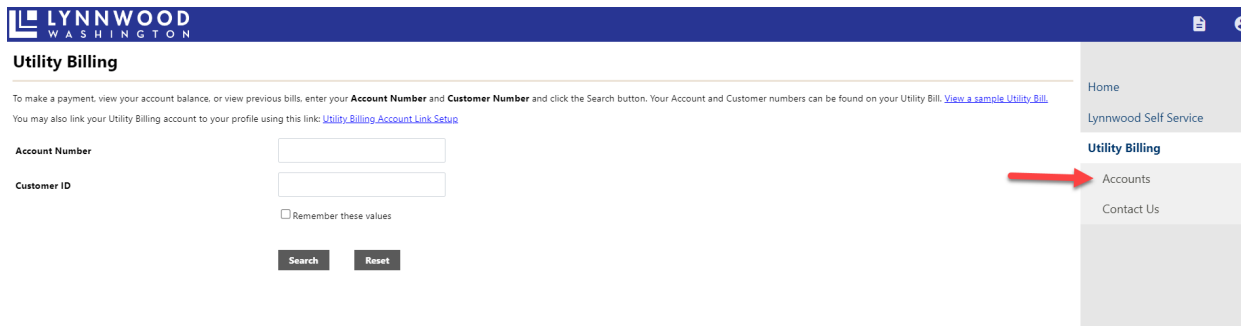


# City of Lynnwood – Utility Billing Automatic Payment Enrollment

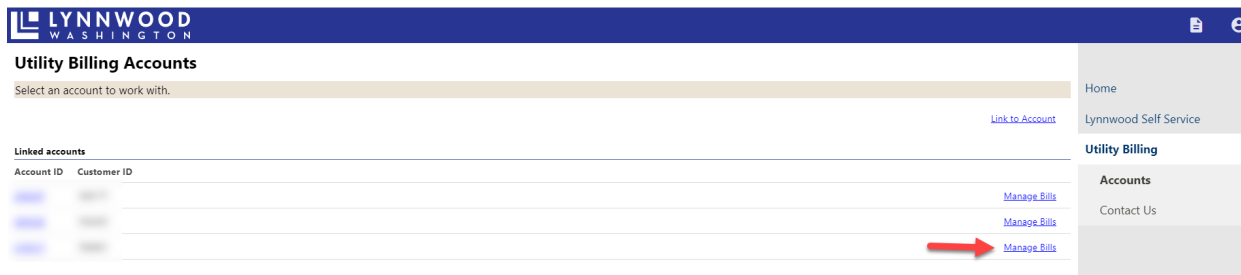
1. After logging in to the Lynnwood Self Service page, click on **Utility Billing** from the right menu.



2. Add your account as needed, or click on **Accounts** to see the list of already linked accounts:



3. Click on **Manage Bills** under the account you need to edit:



## City of Lynnwood – Utility Billing Automatic Payment Enrollment

4. Click on **Pay** after selecting the bill/s:

**LYNNWOOD WASHINGTON**

### Utility Billing

Manage Bills [Account Summary](#)

Service Address: [Redacted]  
Account Number: [Redacted]  
As of: 05/31/2023

**Outstanding Bills** (bill years 2003 to 2025 only) [Show Past Bills](#)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	<a href="#">Bill Details</a>

Total Due: [Redacted]

**Pay**

select bills you would like to pay now, then click "Pay"

5. From the next screen, you are prompted to go through the steps for Automatic Credit Card Payments. To enroll, click the blue hyperlink **enroll**:

**LYNNWOOD WASHINGTON**

### Automatic Credit Card Payments

Manage your enrollments in the automatic credit card payment system (optional)

Schedule your payment to be automatically charged to your credit/debit card on your **Utility bill due date**. You will receive a receipt via email when your payment has been processed.

**Enrollment status:**

- Not enrolled in automatic credit/debit card payments:** You are not currently enrolled in automatic payments.
- Pending:** A manual credit/debit card payment with the card you would like to use for automatic credit/debit card payments is required to complete your enrollment.
- Actively enrolled in automatic credit/debit card payments:** Your credit/debit card will be charged on the due date of your Utility Bill for the full amount due.

*If you need to change the card on file (including expiration dates) you will need to re-enroll in automatic payments and complete a manual payment with the new credit/debit card information.*

**Current enrollments**

Bill Category	Account ID	Status
UB Services - General	[Redacted]	Not enrolled in automatic credit card payments.

[enroll](#)

**Continue** **Cancel**

## City of Lynnwood – Utility Billing Automatic Payment Enrollment

- You will see a message showing that your enrollment is requested and pending a manual payment, to complete enrollment, click **Continue**:

**LYNNWOOD**  
WASHINGTON

### Automatic Credit Card Payments

Manage your enrollments in the automatic credit card payment system (optional)

**!** New enrollment was requested. You will need to complete at least 1 manual payment before full enrollment is established.

Schedule your payment to be automatically charged to your credit/debit card on your **Utility bill due date**. You will receive a receipt via email when your payment has been processed.

**Enrollment status:**

**Not enrolled in automatic credit/debit card payments:** You are not currently enrolled in automatic payments.

**Pending:** A manual credit/debit card payment with the card you would like to use for automatic credit/debit card payments is required to complete your enrollment.

**Actively enrolled in automatic credit/debit card payments:** Your credit/debit card will be charged on the due date of your Utility Bill for the full amount due.

*If you need to change the card on file (including expiration dates) you will need to re-enroll in automatic payments and complete a manual payment with the new credit/debit card information.*

**Current enrollments**

Bill Category	Account ID	Status	
UB Services - General		Enrollment pending completion of a manual payment	<a href="#">delete</a>

**Continue** **Cancel**

- From the next page, you can change the amount of the payment on the bill, or let it default to the full amount due, then click **Continue**:
  - Note:** Auto Pay will only charge the amount due for the current bill on the due date, any previous charges need to be paid manually.

**LYNNWOOD**  
WASHINGTON

### Pay Bills

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2023						\$ <input type="text"/>

**Continue** **Cancel**

## City of Lynnwood – Utility Billing Automatic Payment Enrollment

8. The last step is to complete the manual payment through Bridgepay, our secure credit card processor:

### BILLING INFORMATION

Time left: 9 minutes, and 35 seconds

(Must match the billing address for your credit card)

Name:

Address:

Address:

City:

State / Zip:  /

Phone:





Email:

Total Amt:

Description:

**This section will auto-populate from account information, change as needed**

### PAYMENT INFORMATION


   

Payment Method:

Card Number:

Exp. Date:  /

Security Code:  [What is this?](#)

I'm not a robot  [Privacy](#) - [Terms](#)

