

Update/Delete Automatic Credit Card Enrollment

1. Click on your linked Utility Billing account.

The screenshot shows the Lynnwood Self Service website. At the top is a dark blue header with the Lynnwood Washington logo on the left and document and user icons on the right. Below the header is a navigation sidebar on the right with links for Home, Lynnwood Self Service, and Utility Billing. The main content area is titled "Welcome to Lynnwood Self Service" and contains several sections: "Announcements" with a red notice about username and password updates, a notice about Governor Inslee's moratorium on utility late fees, and "Payment methods" with instructions on how to register and links for additional payment methods. Below this is a "Profile Information" section stating "Profile information not found." and a "Utility Billing Accounts" section with a single account listed as "206". At the bottom of the page is a footer with the copyright notice "©2022 Tyler Technologies, Inc. Help/Feedback".

LYNNWOOD WASHINGTON

Home

Lynnwood Self Service

Utility Billing

Welcome to Lynnwood Self Service

Announcements

NOTICE: Beginning 11/12/21 customers using Lynnwood Self Service to manage their account must update their username and password. This is required due to an upgrade to the City's software. Please click here for step-by-step instructions.

Governor Inslee's moratorium on utility late fees and water shutoffs expired 09/30/21. As of now, the City of Lynnwood is not charging late fees or disconnecting water service in response to non-payment. Payment of all utility charges is required. Please continue to make payments to keep your balance manageable. In 2022, Lynnwood will again charge penalty late fees and/or shutoff water when bills are not paid.

Payment methods:

Lynnwood Self Service gives customers the ability to pay, review, and reprint their utility bills. To begin using Lynnwood Self Service, you will need to register by clicking log in , and then the sign up below. Once your registration is complete, you must associate your username to your utility account. Click on "Account Settings". You will need to type in the Customer Number and Account Number as shown on your utility statement.

Payment methods:

- Register here at Lynnwood Self Service and set up [one-time payment](#). or [automatic credit card payments](#).
- Please click here a detailed list of [additional payment methods](#).

Profile Information

Profile information not found.

Utility Billing Accounts

206

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2. Click on the *Manage Bills* link.

LYNNWOOD
WASHINGTON

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Profile Information

Profile information not found.

Utility Billing Accounts

Customer Name	Service Address	Account	Customer	Parcel	Manage
		206			Manage Bills

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3. Click on *Bill Details*.

LYNNWOOD WASHINGTON

Utility Billing
Manage Bills [Account Summary](#)

Service Address: [REDACTED]
Account Number: [REDACTED]
As of: 03/28/2022

Outstanding Bills (bill years 2002 to 2024 only) [Show Past Bills](#)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	[REDACTED]	3/17/2022	4/13/2022	[REDACTED]	\$0.00	[REDACTED]	Bill Details

Total Due: [REDACTED]

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

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Utility Billing
Accounts
Manage Bills
Account Summary
Contact Us

4. Click *details* to view/edit/delete your automatic credit card payment enrollment.

LYNNWOOD WASHINGTON

Utility Billing
Bill Detail

[Account Summary](#) | [Manage Bills](#)

Bill number **357992** [View bill image](#)

As of

Bill Date 3/17/2022

Pay By 4/13/2022

Automatic Payments Actively enrolled in automatic credit card payments [details](#)

Details for bill [Payments and adjustments](#)

Description of Charge	UOM	Current Reading	Previous Reading	Usage	Billed Usage	Billed	Payments and Adjustments	Due
WATER BASE		0	0	0	0		\$0.00	
WATER USAGE	CCF	175	164	11	11		\$0.00	
SEWER BASE		0	0	0	0		\$0.00	
SEWER USAGE	CCF	0	0	0	11		\$0.00	
STORM DRAIN		0	0	0	0		\$0.00	
TAX - WATER	TAX	0	0	0	0		\$0.00	
TAX - SEWER	TAX	0	0	0	0		\$0.00	
TAX - STORM DRAIN	TAX	0	0	0	0		\$0.00	
SUBTOTAL							\$0.00	
INTEREST DUE								
TOTAL DUE								

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Navigation Sidebar:
 Home
 Lynnwood Self Service
Utility Billing
 Accounts
Manage Bills
 Account Summary
 Contact Us

- Choose *Update* if you need to update your credit card information. Choose *Delete* if you wish to remove your credit card from automatic credit card payments.

The screenshot shows the Lynnwood Washington Utility Billing portal. A modal window titled "Automatic Credit Card Payment Settings" is open, displaying the following information:

- Customer/Owner:** [Redacted]
- Payment method:** Credit Card
- Bill type:** UB Services - General
- Enrollment status:** Actively enrolled in automatic credit card payments

At the bottom of the modal are three buttons: "Update", "Delete Enrollment", and "Close".

The background shows the "Bill Detail" page for bill number 357992, with a table of charges and a sidebar with navigation links.

Description of Charge	UOM	Current Reading
WATER BASE		0
WATER USAGE	CCF	175
SEWER BASE		0
SEWER USAGE	CCF	0
STORM DRAIN		0
TAX - WATER	TAX	0
TAX - SEWER	TAX	0
TAX - STORM DRAIN	TAX	0
SUBTOTAL		
INTEREST DUE		
TOTAL DUE		

- 6. If you have chosen to update your enrollment you will be redirected to our payment partner, Bridgepay, to update your credit card information.

Iss.lynnwoodwa.gov says

You will be redirected to the payment gateway, where you will be prompted to enter information for the new credit card that will be charged when processing automatic payments for this Customer, Bill Category, and Account combination.

Would you like to continue?