

# HOW TO SIGN UP FOR THE CITY OF BRENTWOOD'S UTILITY CREDIT CARD AUTO DRAFT

STEP 1. You will need to log in at

<https://www.municipalonlinepayments.com/brentwoodca>

If you have never logged in before you will need to register your account see

<https://www.brentwoodca.gov/gov/finance/util/pay.asp> for instructions.

STEP 2. Once logged in:

Click on Utility Billing in the left side of the top green bar

Select the account you want to set up by clicking the box underneath pay

Click Pay Selected Accounts

Click Enroll in Auto Pay

municipalonlinepayments.com/brentwoodca/utilities

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City of Brentwood-Utility Billing Online / Utility Billing

## Utility Billing Home

Accounts Add Account

Account Number	Address	Last Payment	Balance	Pay
0084-...-01 Inactive		(\$250.00) 6/26/2013	\$0.00	<input type="checkbox"/>
0013-00 Active	HAVENWOOD	(\$130.06) 4/19/2021	\$0.00 Due 4/21/2021 12:00:00 AM	<input checked="" type="checkbox"/>

Pay Selected Accounts ▾

- Pay Now
- Enroll in Auto Pay

STEP 3. Select your Payment Day: We recommend that you select a date four days prior to your due date in case there are any issues with the transaction, you will have time to respond before the due date and prevent incurring penalties.

Click the button in front of “I want my payment to draft on my due date”. (not recommended)

or

Click the button in front of “I want my payments to draft on the \_\_\_\_ of every month”. To choose a date, click on the down arrow in the box and select a day between the 1<sup>st</sup> and 28<sup>th</sup>.

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City of Brentwood-Utility Billing Online / Utility Billing / Auto pay

## Enroll in auto pay

By enrolling in Auto Pay, you understand that your account will automatically be drafted on the same day every month. We recommend you pay 5 days before your expected due date. If you schedule your payment after it is due, you may incur a late penalty that, if left unpaid, will result in disconnection of service.

LA FONTE Acct# 0025-00030-01

**Payment Date**

**Select Your Payment Day:**

I want my payment to draft on my due date.

I want my payment to draft on the - of every month.

**Payment Method**

Card number  MM  YYYY

Cardholder name

Address

Billing ZIP code  Security code

## STEP 4. Select a credit card you may already have on file or add a new credit card.


**Payment Date**

**Select Your Payment Day:**

I want my payment to draft on my due date.

I want my payment to draft on the  of every month. My first draft will be **5/10/2021**.

**Payment Method**

 Visa ...9866 ← If you have a credit card on file you can select it Edit More ▾

Enter new Credit card ← If you want to add a new card or do not have one on file you can select Enter new Credit card and the below will open for you to enter the information then click Enroll now

Card number  MM  YYYY

Cardholder name

Address

Billing ZIP code  Security code

Cancel or pay Enroll now

## STEP 5. You will get an Auto pay setup Confirmation

Home Home **Utility Billing** ⌵ ⚙

City of Brentwood-Utility Billing Online / Utility Billing / Auto pay / Auto pay setup confirmation

# Auto pay setup confirmation

**You have successfully enrolled in AutoPay!**

Your credit card ending in **9866** will be drafted on the **10th** of every month for account # **0032-01**. You will receive a payment reminder 4 days in advance and a notification after each payment is made.

**You have an existing balance on your account** ⓘ

You have a balance of **\$36.43**, would you like to pay now?

Pay Now Manage auto pay Back to Accounts

**Online Services**

- Utility Billing Home
- Manage Accounts
- Sign up for reminders
- Email Reminder Settings

**Need Help?**

- Submit Service Request
- Contact us
- (925) 516-5415

## STEP 6. To turn on or off Email Reminders for your Auto Pay, click on Email Reminder Settings

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### Auto pay setup confirmation

**You have successfully enrolled in AutoPay!**  
Your credit card ending in **9866** will be drafted on the **10th** of every month for account # **0032- .01** . You will receive a payment reminder 4 days in advance and a notification after each payment is made.

**You have an existing balance on your account** ⓘ  
You have a balance of **\$36.43**, would you like to pay now?

[Pay Now](#) [Manage auto pay](#) [Back to Accounts](#)

**Online Services**

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for reminders](#)
- [Email Reminder Settings](#)

**Need Help?**

- [Submit Service Request](#)
- [Contact us](#)
- (925) 516-5415

You can now manage Auto Pay Reminders. Click on the buttons you would like on or off, then click update.

Account: 0084-00300-01

On Email reminders

#### Auto Pay Reminders

<input checked="" type="checkbox"/> On Successful payment	<input checked="" type="checkbox"/> On Declined payment
<input checked="" type="checkbox"/> On Drafted payment	<input checked="" type="checkbox"/> On Credit card expiring
<input type="checkbox"/> Off Payment method updated	

[Update](#) [Cancel](#)