

How to register for an eservices account

1. Click on the link below

[City of Scottsdale - Utility Billing \(scottsdaleaz.gov\)](http://www.scottsdaleaz.gov)

2. Click on **Log in or create account**

Online Utilities Account

Online accounts allow users to manage Paperless Billing Options and Set Up Scheduled Bank Payments as well as the following services:

- Setup AutoPay Options - Scheduled Bank Payments
- Paperless billing option
- No fees
- No maximum amount per transaction
- Add or Remove Accounts
- Add or Remove Payment Methods
- Monitor account activity
- View Bill, Payment, Usage or Email History
- WaterSmart portal access

[Log in or create account](#)

3. Click on **Register New Login (New Users)**

- If you already have a login, click on **Sign in (returning user)** and go to **Add Autopay** below.

CITY OF SCOTTSDALE
eServices
Home Page / O&B

ONLINE PAPERLESS BILLING

What would you like to do?

- Sign In (Returning Users)**
Returning users who already have a City of Scottsdale eServices login can sign in to:
 - Make a Payment
 - Add or Remove Accounts
 - Add or Remove Payment Methods
 - Add Autopay
 - View Bill, Payment, Usage or Email History
- Register New Login (New Users)**
If you don't already have a City of Scottsdale eServices login...
- Make a payment without signing in**
You do not need to sign in with a password, but you must provide the account type, account number and account authentication code to make a payment.

4. Fill out the information and click **Register**

Home Page / eServices Login / Register
Create a new account.

Email *

Prefix

Suffix

First Name *

Middle Name

Last Name *

Phone Type

Phone Number *

Address Type

Address Name

Company Name

Address Line 1 *

Address Line 2

City *

State

Postal Code *

Postal Code Plus

Primary Address

Password *

Confirm Password *

Register

5. You will receive an email to verify your account

Check your email inbox

You should soon receive an email at your new email address that will contain a link for confirmation. [Click that link to confirm your email address and continue.](#)

6. **Click on the Link** and wait until you are directed back to the main screen and **login** using your new **username and password**

Add your Utility Account

1. Under **What Type of account(s) are you adding** click on **Utility**. Click on **Acknowledge**, you will no longer receive a paper bill
 - This option can be changed in **Account Preferences** if you still want a paper bill.

What type of account(s) are you adding?

Utility Airport Airport Billing General Billing

Utility Water, Sewer, Solid Waste Service

Utility accounts will no longer receive a paper bill. Click Acknowledge to continue. This option can be changed in Account Preferences after the account has been added. Acknowledge

1. Enter your **Account Number** and **House Number** (number only, not the street name) or your PIN

Enter Your Account/Customer Number ?

Enter Your House Number (ex. 1234) or PIN ?

Add Autopay

1. Click on **Add Autopay**

Home Page / Account Detail Log Out

Accounts Bank Profiles Notifications Help

utility- WaterSmart \$ Pay

Account # (Utility)
SAMPLE ACCOUNT: 1234 SAMPLE WAY

Usage History
Account Preferences
Rename Account
Remove Account

Total Account Balance **\$1,500.00**
Last Payment Amount: **\$1,803.91**
Last Bill Amount: **\$1,803.91**

Due Date: **10/26/2022**
Last Payment Date: **10/10/2022**
Last Bill Date: **10/6/2022**

AutoPay OFF Add AutoPay Click on Add Autopay

Bill History Show All

2. Fill out the information for your Autopay Option, Scottsdale Cares and Bank information. Then Select **Submit** at the bottom of the form.
3. Your Autopay will schedule your next bill for automatic payment.
4. If you have a current balance, you will need to make a onetime payment using the green pay button.

