## **Get Started With Online Billing!**

The long awaited City of Hopkins utility billing portal is now live. To get started, grab your most recent utility bill and follow these steps.

From the City website (www.hopkinsmn.com), click on the "Bill Pay" button to go to the Online Billing Portal.



Click to register using your utility bill.



3 Enter the information from your latest utility bill into the fields.





## Notes:

- A. Enter only your last name.
- B. Do not include the *street* name—just the number of the *service* address.
- C. **Current** charges, not necessarily *total* charges.
- D. Include the leading and ending zeros (ie: 008528-000)
- Enter your email address and then create a password for your online utility billing account, following the requirements on the screen. (To confirm, please do not copy and paste but retype to make sure the information is entered correctly.)
- Click "Register" and begin taking advantage of all the online features. View your account, make a payment, set up recurring credit card payments and sign up for electronic statements. If you have any problems, call the City at 952-935-8474.