

THE CITY OF WEATHERFORD

UTILITY BILL PAY

ACCOUNT SIGN UP & PAYMENT INSTRUCTIONS



Step 1

ACCESS THE SYSTEM

1. Go to weatherfordtx.gov/utilitybilling
2. Click on "Pay Bill"



Step 2

[Click here to login to your Self Service account.](#)

You will be directed to a new window to Sign Up. Follow the instructions.

SETUP YOUR ACCOUNT

↑

SIGN UP

Step 3

All users will need a new account to pay utility bills online. Click [Sign Up](#).

After you sign up, you'll be sent an email. Find it and activate your account.

Once you've activated your account, you can close the page with your personal information and make sure you [RETURN](#) to

weatherfordtx.gov/utilitybilling. Click **Pay Bill**.

Step 4

First time users will need to link billing account to access bill pay. Click [Link to Account](#).

LINK ACCOUNT (after your first bill)

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Step 5

You must enter your Account#, Customer#, and Phone#. Then click **Submit**.

SEARCH ACCOUNT

→

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UTILITY BILL CUSTOMER COPY

Account # XXXXXX	123 CUSTOMER ADDRESS
Customer # XXXXXX	CYCLE 1
Previous Balance	300
Payments	0
Balance Forward	300
Current Charges Due 05/25/2022	300
Total Amount Due	300
Amount Due after 05/25/2022	300

For Inquiries, please call: (817) 598-4225
Office Hours: Mon - Fri 7:30 am 5:00 pm

Step 6

Once you complete the Account Link Setup, you will be brought back to this screen. Click on the **Account Number** you want to pay.

VERIFY ACCOUNT

←

PAY NOW

→

Your Current Balance

Amount Due Now	\$300
Payment Due Date	5/25/2022

Customer Information

Name	CUSTOMER NAME
Address	CUSTOMER ADDRESS WEATHERFORD, TX 76086
Customer ID	XXXXXX

Request Change of Address

Step 7

On the right hand side of the screen you will be given the option to **Pay Now**.

Step 8

SELECT BILL TO PAY

If you have more than one account linked, select bills you would like to pay now then click **Pay**.

Automatic EFT Payments

Service Requests

Contact Us

Outstanding Bills (Bill years 2002 to 2024 only)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	XXXXXXX	5/10/2022	5/25/2022	\$178.17	\$0.00	\$178.17	Show Past Bills
Total Due: \$178.17							Bill Details
							Pay
							select bills you would like to pay now, then click "Pay"

Step 9

You can **Pay by Credit Card** or **Pay by eCheck**.

PAYMENT OPTIONS

Home

Citizen Self Service

Utility Billing

Accounts **→**

Manage Bills

Pay Bills

Select Payment Method

Pay by Credit Card | **Pay by eCheck** | **Cancel**

Step 10

Enter your billing information as it appears on your credit card or bank statement. Then click **Continue**.

BILLING INFORMATION

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *

Last name *

Address line 1 *

Address line 2

City *

State * two letter abbreviation

Zip code *

Contact phone number *

E-Mail * for your e-mail confirmation

Remember these values

Continue | **Cancel** **→**

MANAGE ENROLLMENTS

Current enrollments

Bill Category	Account ID	Status
UB Services - Electric	XXXXXX	Not enrolled in automatic credit card payments.

enroll | **Continue** | **Cancel** **→**

Step 11

Click **Continue** to pay current enrolled account.

ENTER PAYMENT AMOUNT

Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
5/10/2022	XXXXXXX	5/25/2022	\$178.17	\$178.17	\$ 178.17 ←
Continue Cancel					

↑

Step 12

Enter the payment amount and then click **Continue** to proceed.

Step 13

Finally, enter your credit card information on this form and click on **Make Payment**.

ENTER CREDIT CARD INFORMATION

City of Weatherford Utility Payments: enter values as prompted below

Total Amount (\$): \$0.01

Utilities - Electric Bill:

Card Information

Card Number: *

Expiry Date: *

CVV:

Customer Information

Customer Title:

First Name: *

Middle Name:

Last Name: *

Company Name:

Address One:

Address Two:

City:

Country:

State or Province:

Postal Code:

Make Payment **←**

PLEASE CONTACT US IF YOU NEED ASSISTANCE
(817) 598-4225 | weatherfordtx.gov/utilitybilling

