



## Access and Enroll in Recurring Payments with AccessMyGov

### Step 1: Search for your account

[Click Here](#) to link to the AccessMyGov search page. Search for your bills using your account number.

A screenshot of the 'Utility Billing Online Payment Service' web page. At the top, there is a search bar with a dropdown menu set to 'Utility Billing' and a text input field containing 'Enter an account number'. Below this is a navigation sidebar with three main sections: 'ONLINE SERVICES' (including Internet Services, Online Payments, and Building Department), 'EMPLOYMENT OPPORTUNITIES' (including All Employment Opportunities and Search for Employment Opportunities), and 'MUNICIPALITIES'. The main content area is titled 'Utility Billing Online Payment Service' for the 'City of Palmetto, Manatee County'. It features a large blue arrow pointing right, labeled 'Step 1: Search' and 'Step 2: Select Record'. Below this, a 'Getting Started...' section welcomes users and provides instructions. At the bottom, there is a search form with a dropdown for 'Search by Account Number', a text input field with '123456' entered, and a 'Search' button.

## Step 2: Click on your account

Make sure that the information presented matches your account and click on the account link to view your payment options.

Utility Billing Online Payment Service  
City of Palmetto, Manatee County

**Step 1: Search**  
Click here to return to this step

**Step 2: Select Record**  
Select a record below to continue with making a payment.

**Step 3: Make Payment**

Search Results for "[redacted]" using the **Utility Billing Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Reference #	Name	Address
[redacted]	[redacted]	[redacted]

## Step 3: Select the recurring payments link

On the account information screen, select the link to "Sign up for Recurring Utility Bill Payments." Note that you can also make a one-time payment from this page.

Utility Billing Online Payment Service  
City of Palmetto Recurring Testing, Manatee County

**Step 1: Search**  
Click here to return to this step

**Step 2: Select Record**  
Click here to return to this step

**Step 3: Make Payment**  
Verify your selected record and enter your payment amount.

Account: [redacted]

Name & Address Information  
[redacted]

Additional Record Information

[View Additional Account Information](#)

**Recurring Payments**

[Sign up for Recurring Utility Bill Payments.](#)

[Pay Utility Bill](#)

## Step 4: Sign in

When you arrive at the recurring enrollment page, sign in to your account by clicking on “Log in” to access the information that Point & Pay has pre-enrolled for you.

The image shows a screenshot of the Point & Pay enrollment process. At the top right, there are links for [Log In Point & Pay Services](#), [Register](#), and [Learn more](#). Below this is a navigation menu with buttons for [Make Payments](#), [AutoPay](#), [My Payments](#), [My History](#), [My Profile](#), and [Support](#). The main content area is titled "Step 1: Enroll Payments" and includes instructions to complete the form and click "Continue". A note states that an asterisk indicates a required field. There is a table for "My Enrollments" with columns for "Payment Type", "Account Number", "Payment Plan", and "Delete Item". Below the table is a "Registration" section with a "log in now" link. A modal window titled "Log in to Point & Pay" is overlaid on the bottom right, containing fields for "Email Address" and "Password", a "Log In" button, a link for "I forgot my password", and a "Register Now" button.

Log In Point & Pay Services | Register | Learn more

Make Payments | AutoPay | My Payments | My History | My Profile | Support

Step 1: Enroll Payments | Step 2: Review and Submit | Step 3: Confirmation and Receipt

### Step 1: Enroll Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your enrollment is processed.

Note: \* indicates a required field.

#### My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
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#### Registration

If you have already registered with Point & Pay, please [log in now](#).

If you have not registered with Point & Pay, please take a minute to [register](#); registration is fast, easy and free.

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

### Log in to Point & Pay

Email Address:

Password:

[Log In](#)

[I forgot my password](#)

If you have not registered with Point & Pay, you may do it now; it's free and takes about a minute. [Learn more](#)

[Register Now](#)

## Step 5: Enroll in recurring

Use the features provided by Point & Pay to configure when and how you want your recurring payments to occur. If you want your recurring payments to run indefinitely, simply omit the end date.

### My Enrollments

Refresh

Payment Type	Account Number	Payment Plan	Delete Item
<a href="#">Close</a> Payment Type: * Utility-Demo UB Account Number: * 004527 Payment Plan: * Payment Plan <input checked="" type="radio"/> Due Date Driven Make payments: * 2 days before due dates Start this service on: * 10/06/2014 End this service on: 10/06/2018			

### Cardholder Information

First Name: \* ETHAN Last Name: \* HENSON  
Address Line 1: \* 5708 CORNERSTONE Address Line 2: \*  
City: \* LANSING State: \* Michigan Zip Code: \* 48917  
Phone Number: \* 5171234567 Email Address: \* mmarsh@bsasoftware.  
 Update my profile with name, address and phone information

### Payment Information

You may select a charge card or checking account from your eWallet, or use one not currently in your eWallet.

Payment Method: \* Credit or Debit Card  
Card Number: \* 4111111111111111  
Expiration Date: \* (in mm/yy format) 06/17  
CVV: \* 123 [Where is this number?](#)  
 Add this payment device to my eWallet. I'd like to reference it as \_\_\_\_\_ (optional, up to 30 characters)

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

Continue

## Step 6: Maintain your account

Your new account with Point & Pay includes a lot of useful features for keep track of your bills and payments. You can view your history, track upcoming payments, edit your recurring enrollment, or cancel your payment plan.

Welcome, ETHAN | Log Out

Make Payments    AutoPay    **My Payments**    My History    My Profile    Support

Step 1: Edit Payment    Step 2: Review and Submit    Step 3: Confirmation and Receipt

### Step 1: Edit Payment

Welcome! Use this page to review payment plans you have enrolled and any upcoming payments. You may put an upcoming payment on hold, cancel it, change the payment amount, payment date, name and address information, and payment method. You can apply these changes to an upcoming payment only, or to all remaining payments.

Note: \* Indicates a required field.

#### My Upcoming Payments

Refresh

	Payment Type	Account Number	New Bill Due Date	Due Amount	Upcoming Payment Date	Upcoming Payment Amount	Upcoming Payment Status
Edit	Utility-Demo	UB Account Number: 004527					
Edit	Utility-Demo	UB Account Number: 016510					

Continue

### My Upcoming Payments

Refresh

	Payment Type	Account Number	New Bill Due Date	Due Amount	Upcoming Payment Date	Upcoming Payment Amount	Upcoming Payment Status
Save	Utility-Demo	004527					

#### Payment Plan

Due Date Driven  
 Payment Lead Time: 2 days before due dates  
 Plan Start Date: 10/06/2014  
 Plan End Date: 10/06/2018  
 Convenience Fee: \$0.00 (per payment)

#### Upcoming Payments

Current Status: None

Available Status Options:

Select one

Select one

Cancel all remaining payments of this plan

#### Customer Information

First Name: \* ETHAN    Last Name: \* HENSON

Address Line 1: \* 5708 CORNERSTONE DR    Address Line 2:

City: \* LANSING    State: \* Michigan    Zip Code: \* 48917

Phone Number: \* 5171234567    Email Address: \* mmarsh@bsasoftware.com