

HAVE A COPY OF YOUR CEDAR CITY UTILITY BILL FOR A REFERENCE TO SET UP YOUR ACCOUNT

FIRST TIME USERS:

- Go to www.xpressbillpay.com
- Select – Create a New Account
- Fill in the email address and password fields – click NEXT
- Fill in the form with all of the required information – read terms & conditions – select the box indicating that you have read and agree to the terms and conditions – click NEXT
- Verify you email address – log into your email account and click the “Verify Email” button – click CONTINUE – this will direct you to your new Xpress Bill Pay account
- Locate your Billing Organization – click on Cedar City
- Enter your account number in the appropriate field
- Enter Name or Business Name in the appropriate field (MAKE IT SURE IT IS THE SAME AS IT SHOWS ON YOUR BILL, i.e., SMITH, SALLY – click LOCATE ACCOUNT
- Click ADD ACCOUNT
- SET UP AUTO PAY
 - SCHEDULE – select a date when you want your credit card to be charged (remember, if it comes out of your bank it takes longer to process)
 - PAYMENT AMOUNT – Select the payment amount
 - PAYMENT METHOD – Select the payment method
 - NOTIFICATIONS – Select your notification preferences
 - SUMMARY – Verify all your preferences before you click SAVE CHANGES

PREVIOUS USER WITH AN XPRESS BILL ACCOUNT:

- Go to www.xpressbillpay.com
- Enter your email address in the “LOGIN TO PAY YOUR BILLS ONLINE” section
- Click – FORGOT PASSWORD – this will send you a link to reset your password
- Go to your email – click on CHANGE PASSWORD – this will take you to Xpress Bill Pay to reset your password. Once you enter your new password, click to take you back to the login page.
- Once you have logged in, it will take you directly to your account.
- SET UP AUTO PAY
 - SCHEDULE – select a date when you want your credit card to be charged (remember, if it comes out of your bank it takes longer to process)
 - PAYMENT AMOUNT – Select the payment amount
 - PAYMENT METHOD – Select the payment method
 - NOTIFICATIONS – Select your notification preferences
 - SUMMARY – Verify all your preferences before you click SAVE CHANGES

YOU CAN ALSO DOWNLOAD THE APP TO YOUR PHONE