

# How to Pay Your Bill Online – Step-By-Step Instructions

Go to: [decaturtx.org](http://decaturtx.org) --> Click "Online Payments" button --> Click "Pay Utilities" button

- Enter your account number in the three boxes: See the upper right hand corner of your statement (include all zeros, no dashes)
- Enter password/pin. **Do not enter your email address** ( See the upper right hand corner of your statement just below your account number).
- Click on the **Continue** button.. Your account information will be displayed on the screen.

CITY OF DECATUR  
P.O. BOX 1239  
DECATUR TX 76234

## TO CHANGE PASSWORD

Hover over cursor on the "Action to Perform" box (top left of the page)

From the drop-down options, select "Register for Additional Services"

Fill in the form. Click **Continue**

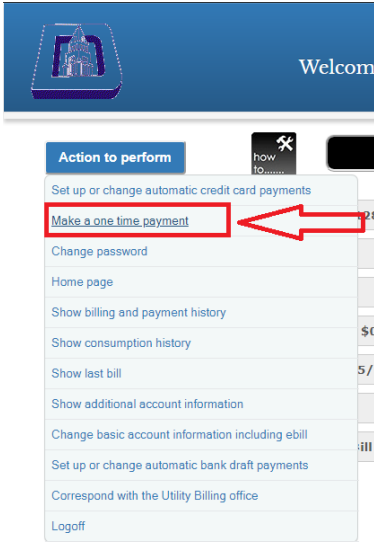
## TO SET UP/CHANGE AUTO PAYMENT

- Hover over cursor on the "Action to Perform" box (top left of the page)
  - From the drop-down options, select "Setup or change automatic credit card payments"
- Set "Automatic credit card payment" option to YES
- The option to add a \$1 contribution is auto-selected. You can change this if you wish.
- Click the "Continue" button
- Fill in the Smart Pay form
- Click the "Update Stored Credit Card" button
- Confirm information and check the box to accept.
- Click "Save Payment Info" button

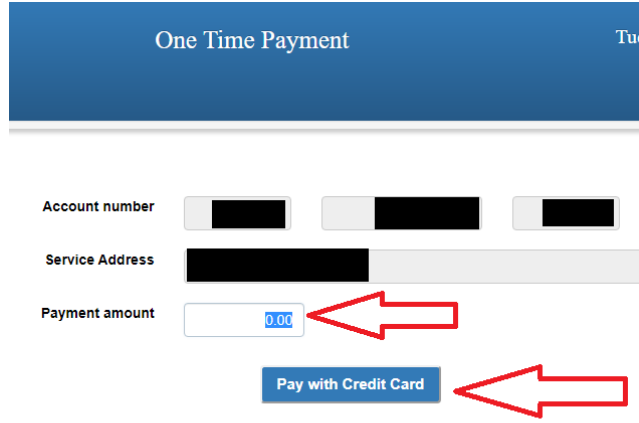
## TO MAKE A PAYMENT

Hover over cursor on the "Action to Perform" box (top left of the page)

From the drop-down options, select "Make A One Time Payment"



On the "One Time Payment" page, the "Payment Amount" will automatically show the total amount due. You can change this if you wish. Verify all information is correct and click the "Pay with Credit Card" button.



Fill in the Smart Pay form and click the "Pay with Credit Card" button

Verify payment Details, check the box to accept "Payment Affirmations" --> Click the "Make Payment Now" button.

A screenshot of the "Personal Information" form. It is titled "CITY OF DECATUR Texas" and "Personal Information". It has two main sections: "1 Your Name and Address" and "2 Your Additional Information". The first section includes fields for First Name, Last Name, Address 1, Address 2, City, State, and Postal Code. The second section includes fields for Email address and Utility Account #.A screenshot of the "Financial Information" form. It is titled "CITY OF DECATUR Texas" and "Financial Information". It has a section "3 Payment" with "Amount To Pay" set to "10.00". Below this is the "Pay With Credit Card" section, which includes fields for Card Number, CV, Exp. Month, and Exp. Year. There is a checkbox for "Save Credit Card for Future Transactions" and a dropdown menu for "Is this a Corporate or Business card?". A green button labeled "Pay by Credit Card" is at the bottom, with a red arrow pointing to it.A screenshot of the "Confirm Payment" form. It is titled "CITY OF DECATUR Texas" and "Confirm Payment". It includes a section "1 Charges" with a table showing "Main Payment" for "\$10.00". Below this is a section "2 Payment Affirmations" with two bullet points: "I authorize the merchant to charge my credit card for the amount listed above." and "I understand that my card will be charged \$10.00 and my credit card statement will show this charge as from City of Decatur UB." A checkbox labeled "I accept all of the above" is checked and highlighted with a red box. At the bottom, there are two green buttons: "Make Payment Now" (with a red arrow pointing to it) and "Make Changes".