

City of LaFayette, GA



Instructions for Online Bill Pay

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REGISTER ACCOUNT



Register Account

Go to mycityoflafayettega.org

1. Choose **Utility Bill and Property Tax Online Bill Pay**
2. Choose **Login / Register** in the upper right corner
3. If you have already setup your account, you can login with your email address and password.
4. To Register your Account, choose “Don’t have an account? **Register**”

The image shows two screenshots of the website. The top screenshot shows the homepage with a navigation bar at the top containing 'Lafayette, GA', 'Home', 'Property Tax', 'Utility Billing', and 'Login / Register'. A red circle with the number '2' and a yellow arrow points to the 'Login / Register' link. Below the navigation bar is a banner for 'LaFayette, GA' and a 'Welcome to our online payments website!' message. The bottom screenshot shows the login page with a red circle with the number '4' and a yellow arrow pointing to the 'Don't have an account? Register' link. The login page includes a header with 'LaFayette, GA', a 'Login' title, and input fields for 'Email address' and 'Password', followed by a 'Login' button and links for 'Forgot password?' and 'Don't have an account? Register'.

Register Account



Register

Email required

john.smith@example.com

Password required

Password

Name

John Smith

Phone number

555-123-9876

Register

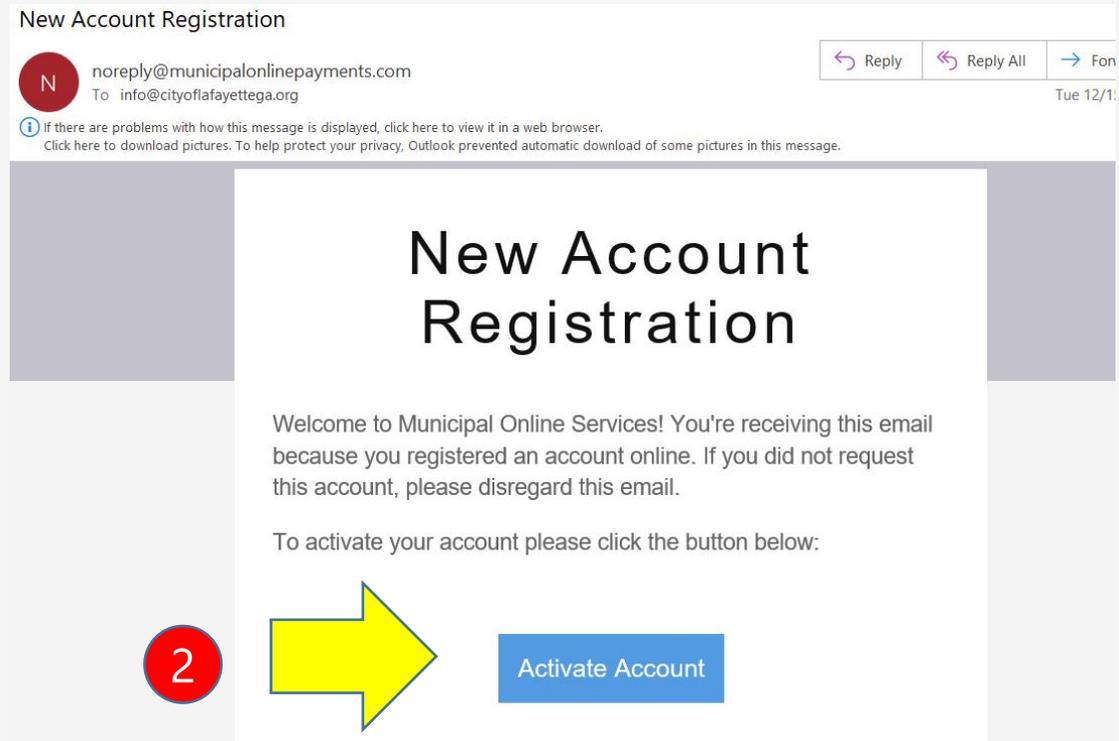
Cancel

Already have an account? [Login](#)

1. Enter your Email
2. Enter a Password
3. Enter your Name
4. Enter a Phone Number
5. Choose **“Register”**

Register Account

1. You will receive an Email to Activate your Account
2. Choose Active Account
3. You can now go back to the Login page and login with your email and password
4. You will then be on the Home Page



Login to your Account



Login

Login

[Forgot password?](#)

Don't have an account? [Register](#)

Login to your account using your email and password

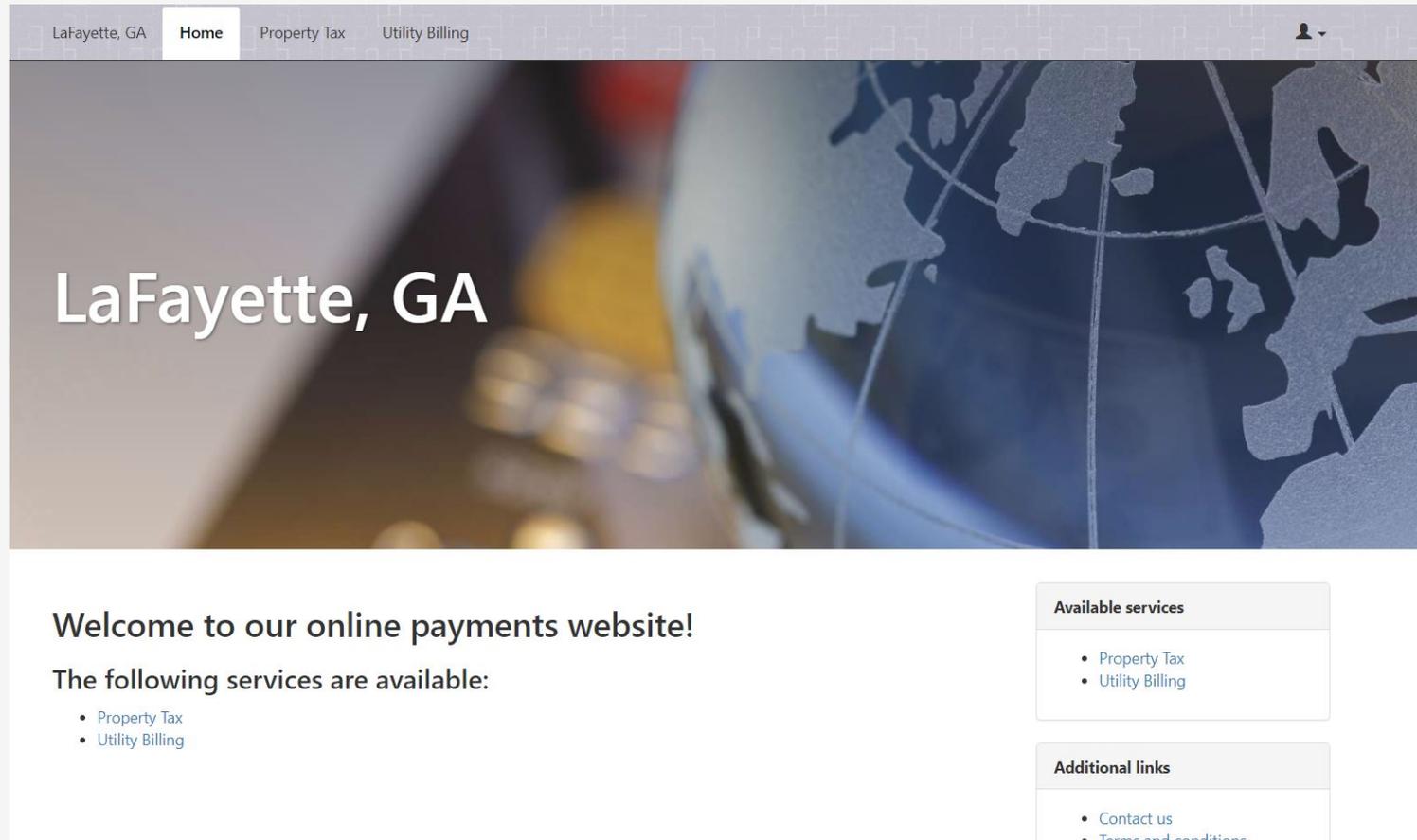


ADD YOUR UTILITY BILL ACCOUNT
TO YOUR ONLINE ACCOUNT



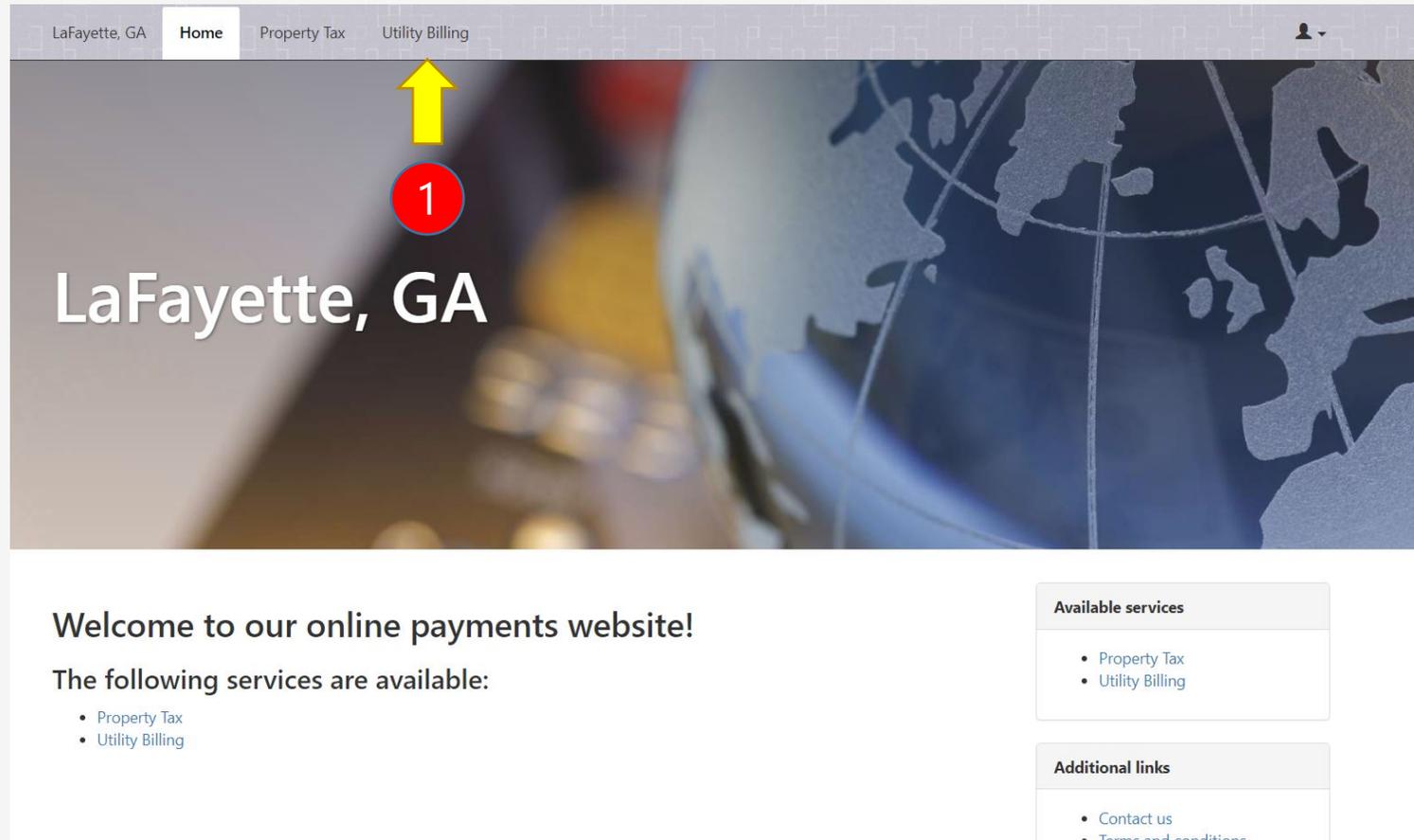
Home Page

Once logged in you will be on the Home Page



Home Page

1. Choose Utility Billing



Lafayette, GA **Home** Property Tax Utility Billing

LaFayette, GA

Welcome to our online payments website!

The following services are available:

- Property Tax
- Utility Billing

Available services

- Property Tax
- Utility Billing

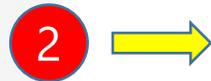
Additional links

- Contact us
- Terms and conditions

Add Utility Bill Account to your Login

1. Choose Add an account

2. After adding your account, you can access these features



LaFayette, GA Home Property Tax **Utility Billing**

LaFayette, GA / Utility Billing

Utility Billing Home

You do not have any Utility Billing accounts associated with your login.

[Add an account](#)

Add an account to access the following features:

- View account detail
 - Transaction history
 - Address info
 - Account info
 - Consumption history
- Pay your bill
 - Pay multiple bills in one payment
 - Save credit card for future payments
- Sign up for e-Billing
- Manage multiple accounts
- Submit service requests

Online Services

- Utility Billing Home
- Manage Accounts
- Sign up for e-Billing
- Sign up for reminders
- Email Reminder Settings

Need Help?

- Submit Service Request
- Contact us
- 706-639-1518

Announcement

Office Hours are Monday through Friday from 8am to 5pm.

Add Utility Bill Account to your Login

1. Add your Utility Bill Account Number
2. Add your Last Payment Amount (excluding any service fees)
3. Choose Add Account

LaFayette, GA Home Property Tax **Utility Billing**

LaFayette, GA / Utility Billing / Accounts / Add account

Add account

Account Number * **1**

Please include all dashes. For example: 01-10101-01

Last Payment Amount * **2**

3

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for e-Billing](#)
- [Sign up for reminders](#)
- [Email Reminder Settings](#)

Need Help?

- [Submit Service Request](#)
- [Contact us](#)
- 706-639-1518

Announcement

Office Hours are Monday through Friday from 8am to 5pm.

Utility Bill Account is now Added to your Login

1. You will now see information for the account that you added. Including Account Number, Address, Last Payment, Balance.

2. You can Choose Add Account to add another Utility Bill under your same login.

The screenshot shows the 'Utility Billing Home' page. At the top, there is a navigation bar with 'LaFayette, GA', 'Home', 'Property Tax', and 'Utility Billing' (selected). A green notification box at the top right says 'Account [redacted] was successfully added.' Below the navigation bar, the page title is 'LaFayette, GA / Utility Billing' and 'Utility Billing Home'. The main content area features a table of accounts and a sidebar with 'Online Services', 'Need Help?', and 'Announcement' sections.

| Account Number | Address | Last Payment | Balance | Pay |
|----------------------|------------|-------------------------|-----------------------------------|---------------|
| [redacted] Active | [redacted] | (\$108.94) 12/3/2020 | View Bill \$0.00 Due 12/5/2020 | Pay Account ▾ |

Annotations: A red circle with the number '1' is positioned below the table, with two yellow arrows pointing to the 'Account Number' and 'Address' columns. A red circle with the number '2' is positioned above the 'Add Account' button, with a yellow arrow pointing to it.

Online Services

- Utility Billing Home
- Manage Accounts
- Sign up for e-Billing
- Sign up for reminders
- Email Reminder Settings

Need Help?

- Submit Service Request
- Contact us
- 706-639-1518

Announcement

Office Hours are Monday through Friday from 8am to 5pm.

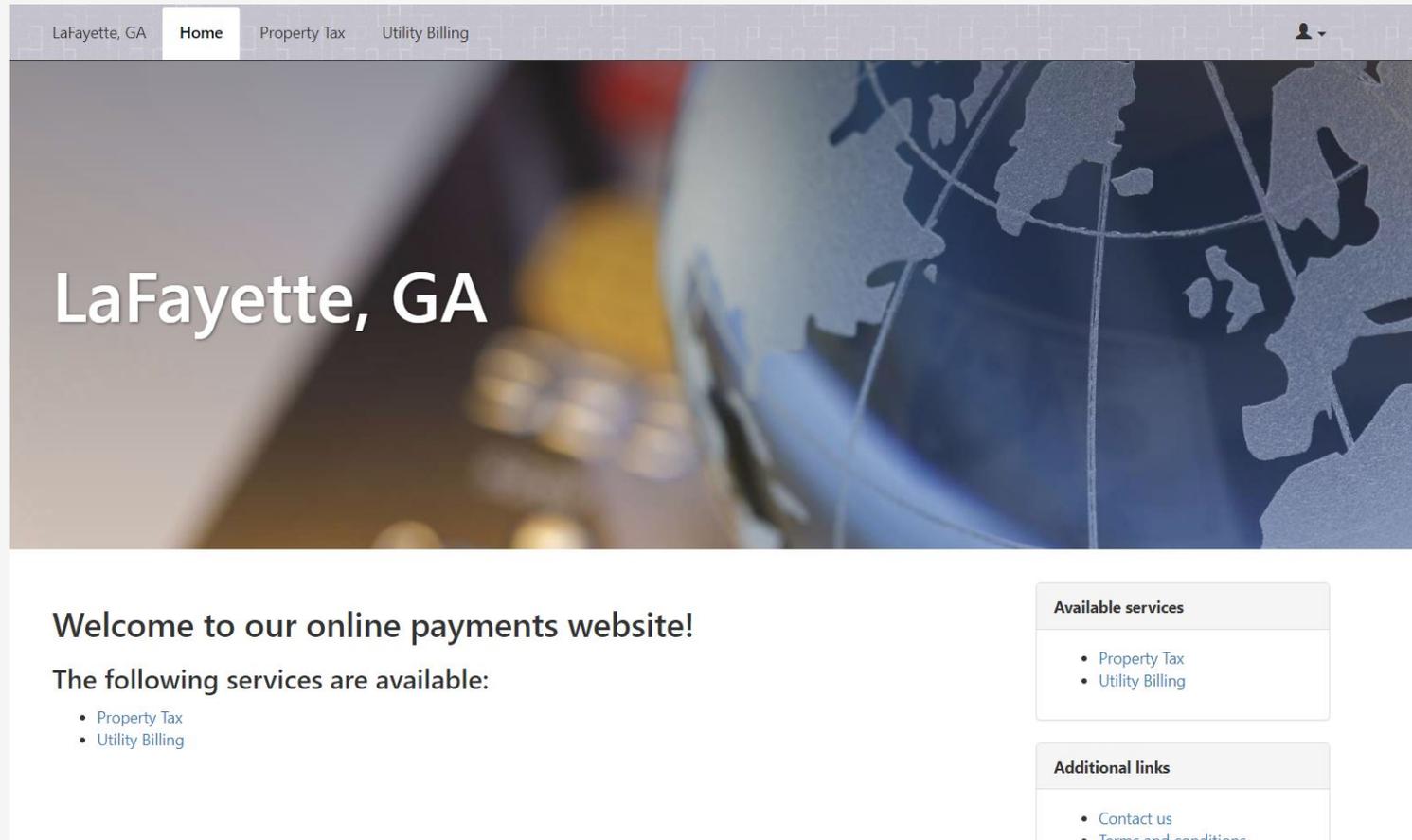


ADD A PAYMENT METHOD



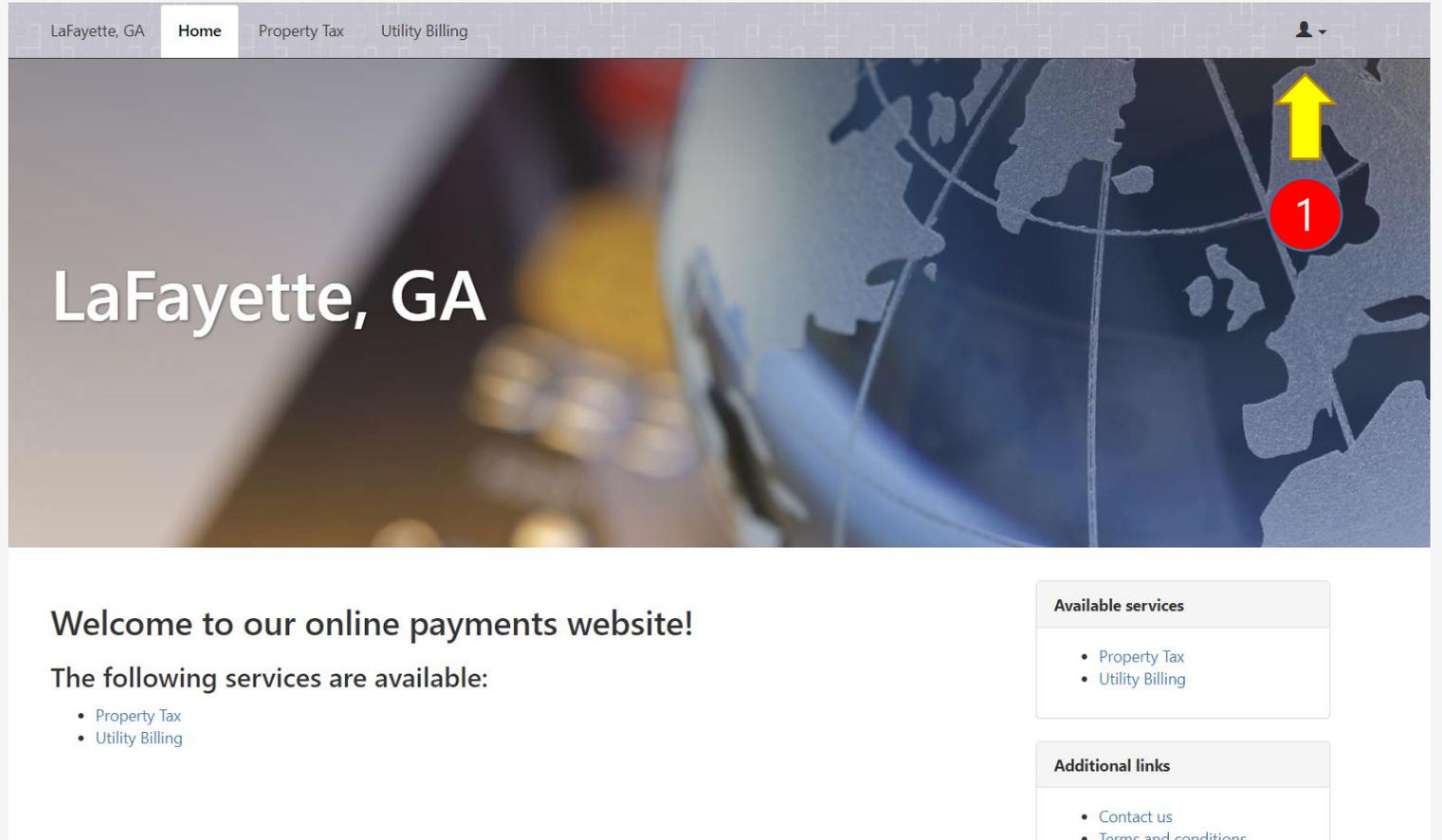
Home Page

Once logged in you will be on the Home Page



Add Payment Method

1. Choose the Dropdown Menu



The screenshot shows the top navigation bar of the LaFayette, GA website. The navigation bar includes links for "LaFayette, GA", "Home", "Property Tax", and "Utility Billing". A user profile icon is visible in the top right corner, which is highlighted with a yellow arrow and a red circle containing the number "1". Below the navigation bar, the main content area features a large header with "LaFayette, GA" and a welcome message: "Welcome to our online payments website! The following services are available:". Below this message, there are two columns of service links. The left column lists "Property Tax" and "Utility Billing". The right column has two sections: "Available services" with links for "Property Tax" and "Utility Billing", and "Additional links" with links for "Contact us" and "Terms and conditions".

LaFayette, GA

Welcome to our online payments website!
The following services are available:

- Property Tax
- Utility Billing

Available services

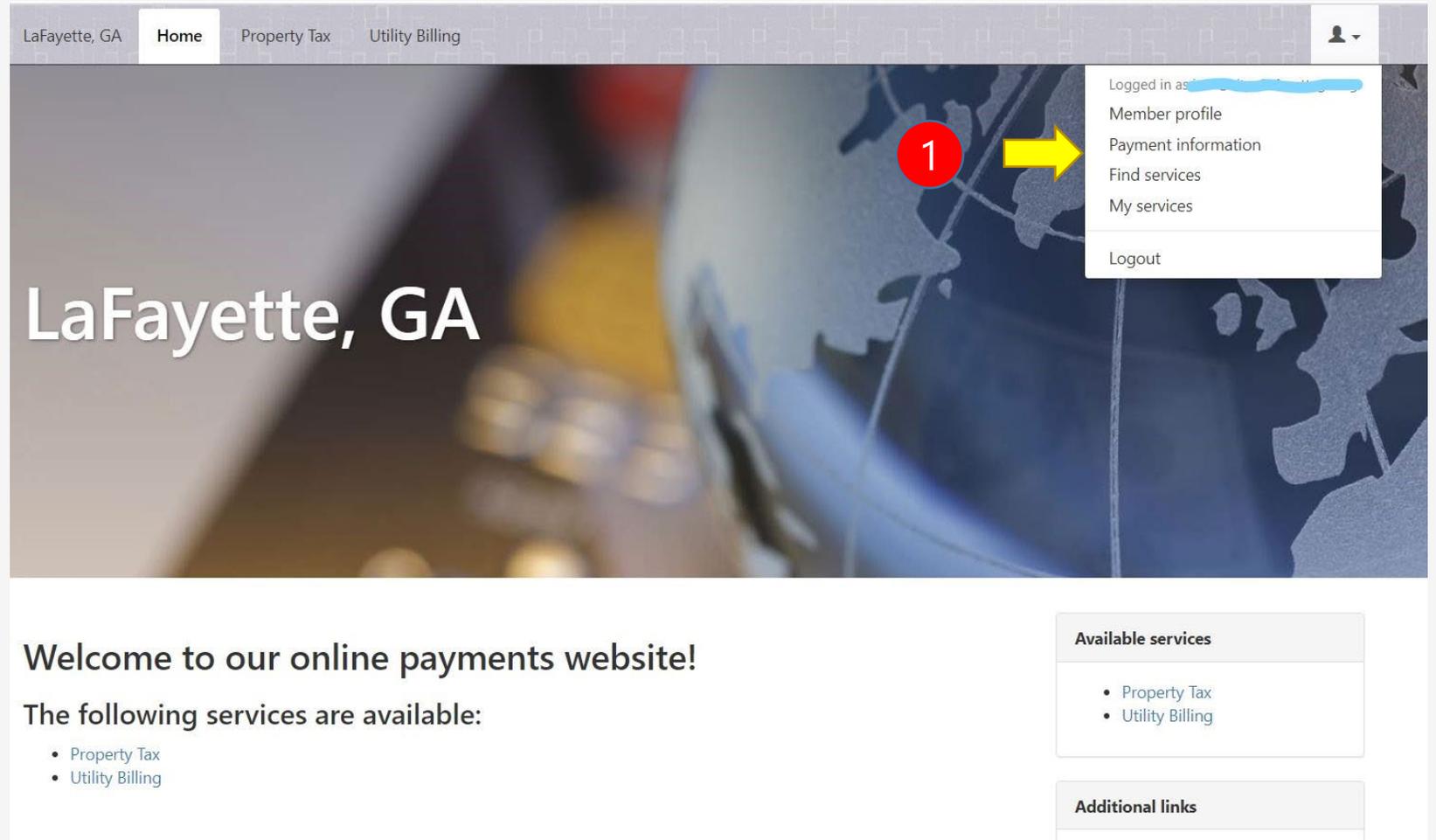
- Property Tax
- Utility Billing

Additional links

- Contact us
- Terms and conditions

Add Payment Method

1. Choose Payment Information from the dropdown menu.



The screenshot shows the Lafayette, GA online payments website. The navigation bar includes 'LaFayette, GA', 'Home', 'Property Tax', and 'Utility Billing'. A user profile icon in the top right corner has a dropdown menu open, listing 'Logged in as [redacted]', 'Member profile', 'Payment information', 'Find services', 'My services', and 'Logout'. A red circle with the number '1' and a yellow arrow point to the 'Payment information' option. Below the navigation bar, the main content area features a large banner with 'LaFayette, GA' and a welcome message: 'Welcome to our online payments website! The following services are available:' followed by a list of 'Property Tax' and 'Utility Billing'. On the right side, there are sections for 'Available services' (listing 'Property Tax' and 'Utility Billing') and 'Additional links'.

Add Payment Method

1. Choose Add Payment Method.

LaFayette, GA Home Property Tax Utility Billing

LaFayette, GA / Payment information

Payment information

Note : Some payment methods (e.g. eCheck, MasterCard, Visa) may not be available at every site.

No payment methods saved

[Add Payment Method](#) ← 1

Home

207 S. Duke St. | La Fayette, Ga, 30728 | 706-639-1518
Terms and conditions | Contact us
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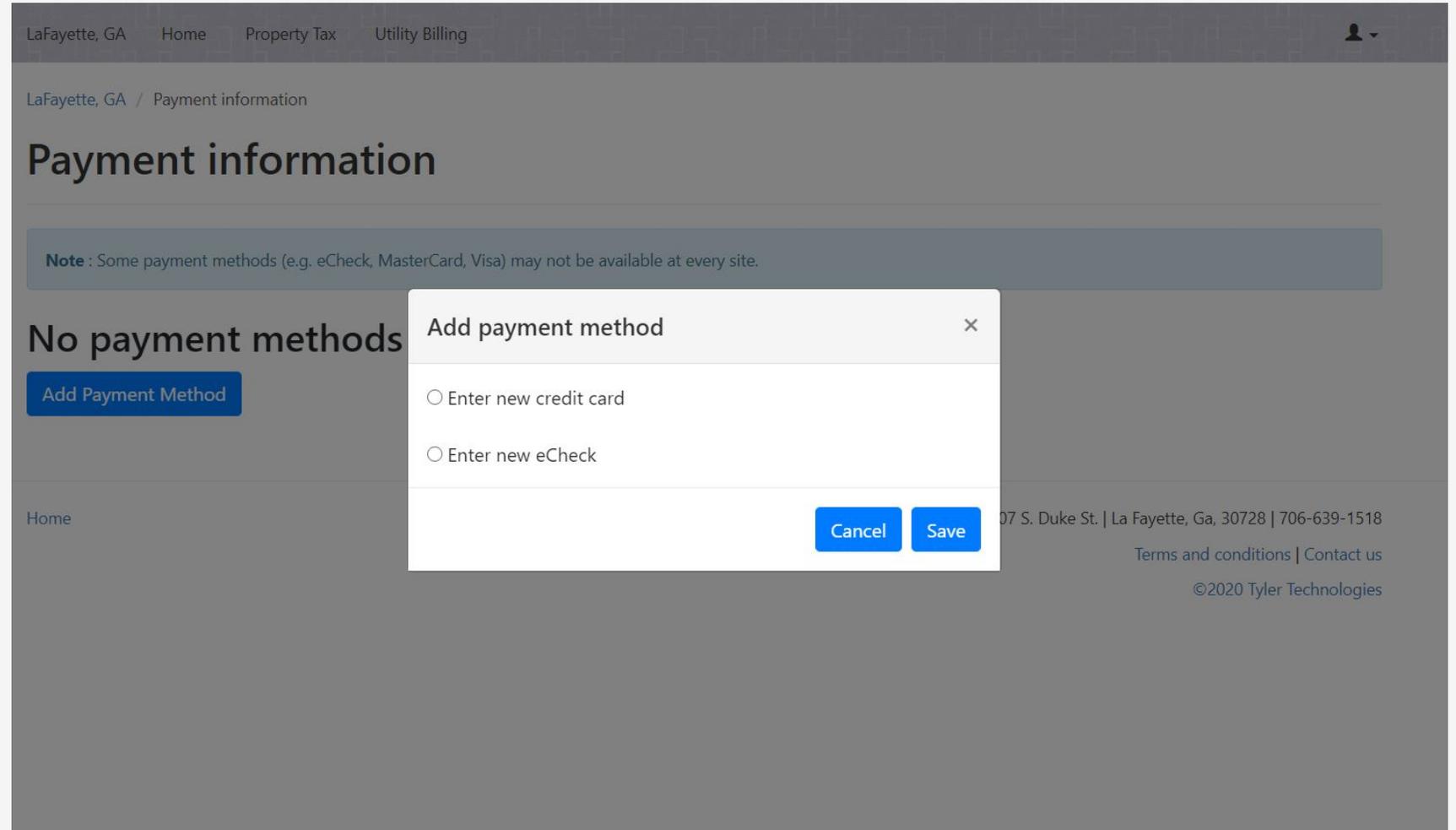
Add Payment Method

1. Choose Enter new credit card or Enter new eCheck

***Please note** - There are **NO FEES involved in using an eCheck** but there are fees involved in using a credit card.

What is an eCheck

eCheck is a digital version of a paper check and is also known as an electronic check, online check, internet check, and direct debit. **eChecks** use the Automated Clearing House (ACH) to direct debit from a customer's checking account into a merchant's business bank account, with the help of a payments processor.



Add Payment Method

1. If you chose eCheck, fill out the information shown in sample 1 and choose Save.
2. If you chose Credit Card, fill out the information in sample 2 and choose Save

This screenshot shows a dialog box titled "Add payment method" with a close button (X) in the top right. The "Enter new eCheck" option is selected. The form contains the following fields: "Account type" (a dropdown menu), "Bank name" (a text input), "Account number" (a text input), "Confirm account number" (a text input), "Routing number" (a text input), "Confirm routing number" (a text input), and "Name on account" (a text input). A red circle with the number "1" is positioned over the "Name on account" field. At the bottom right, there are "Cancel" and "Save" buttons.

This screenshot shows a dialog box titled "Add payment method" with a close button (X) in the top right. The "Enter new credit card" option is selected. The form contains the following fields: "Card number" (a text input), "MM" (a text input), "YYYY" (a text input), "Cardholder name" (a text input), "Address" (a text input), "Billing ZIP code" (a text input), and "Security code" (a text input). A red circle with the number "2" is positioned over the "Security code" field. At the bottom right, there are "Cancel" and "Save" buttons.

Routing and Account Number can be found on the bottom of one of your checks.



This image shows the bottom portion of a check. The routing number "044072324" is highlighted in orange and labeled "ROUTING NUMBER". The account number "000123456789" is highlighted in green and labeled "ACCOUNT NUMBER". The check number "123" is highlighted in blue and labeled "CHECK NUMBER".

Add Payment Method

Your Payment Method is now added to your account and will be available when you make a payment.

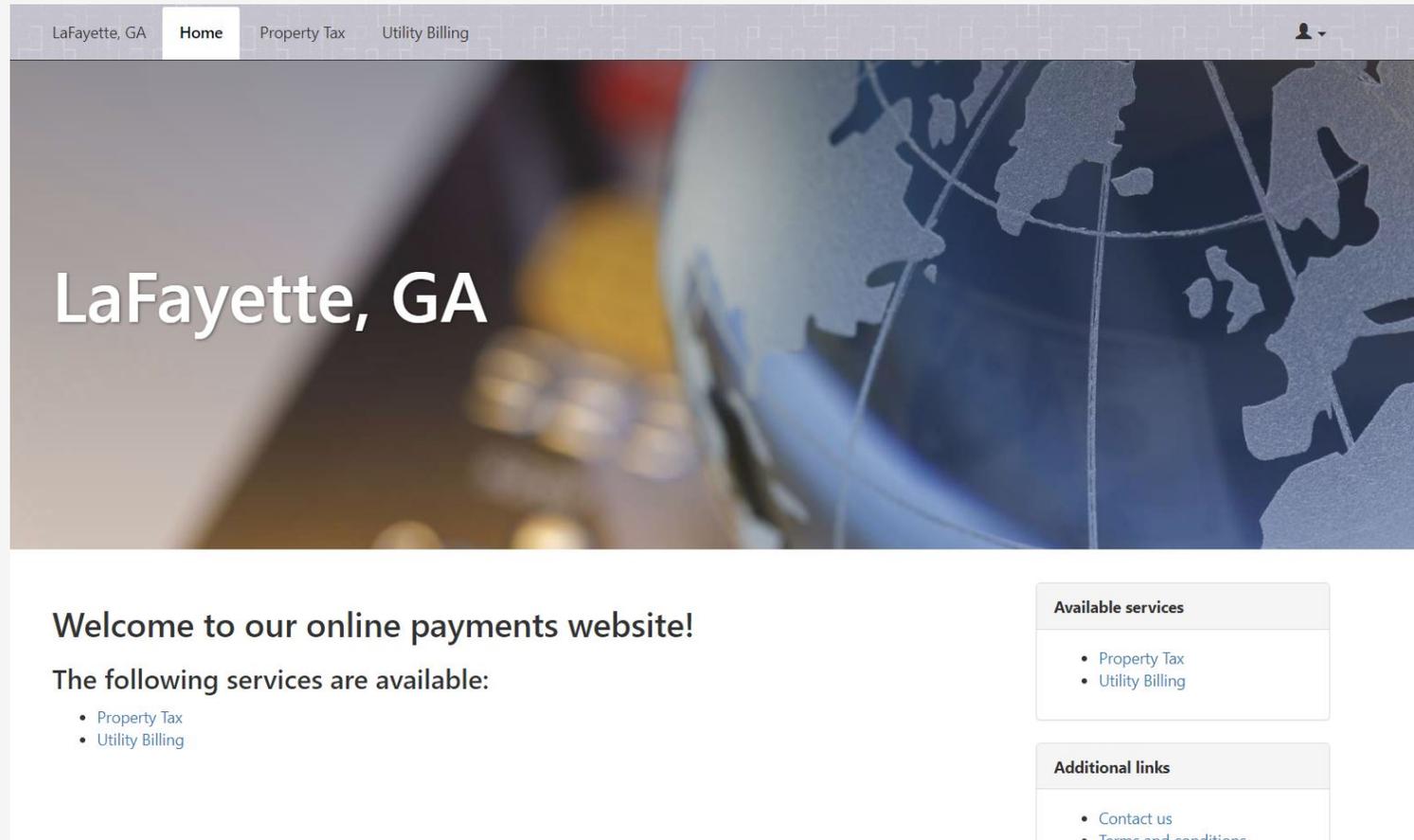


SIGN UP FOR E-BILLING



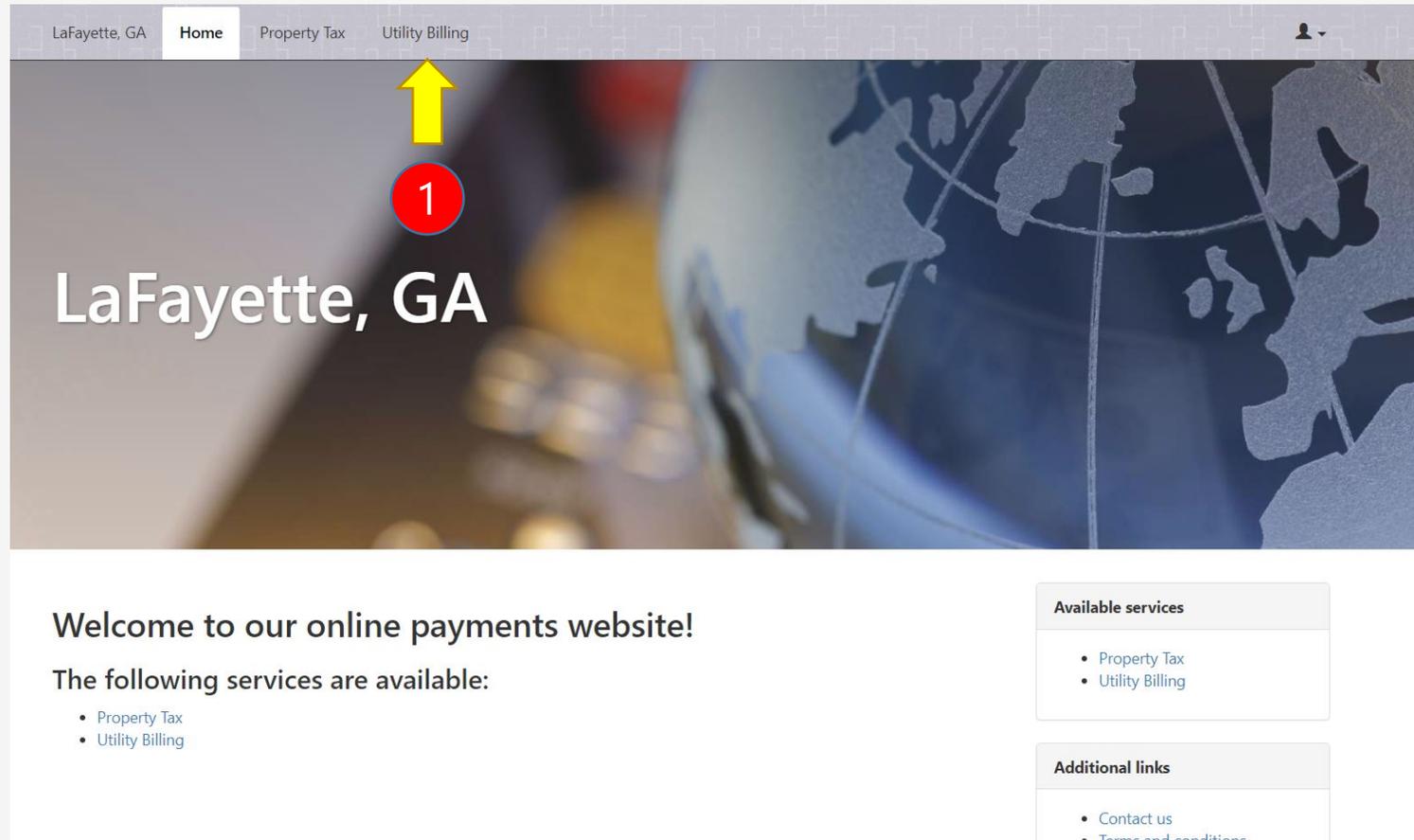
Home Page

Once logged in you will be on the Home Page



Home Page

1. Choose Utility Billing



Lafayette, GA Home Property Tax Utility Billing

LaFayette, GA

Welcome to our online payments website!

The following services are available:

- Property Tax
- Utility Billing

Available services

- Property Tax
- Utility Billing

Additional links

- Contact us
- Terms and conditions

Added Accounts List

1. You will now see information for the account that you have added. Including Account Number, Address, Last Payment, Balance.

2. You can Choose Sign up for e-Billing to receive your bill by e-mail. You will receive these 7-10 days before printed/mailed bills.

The screenshot shows the 'Utility Billing Home' page. At the top, there are navigation links for 'LaFayette, GA', 'Home', 'Property Tax', and 'Utility Billing'. A green notification box at the top right says 'Account [redacted] was successfully added.' Below the navigation is the page title 'Utility Billing Home' and a breadcrumb 'LaFayette, GA / Utility Billing'. The main content area is titled 'Accounts' and features a table with the following columns: 'Account Number', 'Address', 'Last Payment', 'Balance', and 'Pay'. A single account is listed with a redacted account number, a redacted address, a last payment of '\$108.94' on '12/3/2020', and a balance of 'View Bill \$0.00 Due 12/5/2020'. A 'Pay Account' button is next to the account. To the right of the table is an 'Add Account' button. Below the table, a red circle with the number '1' has two yellow arrows pointing to the 'Account Number' and 'Address' columns. To the right of the 'Pay Account' button, a red circle with the number '2' has a yellow arrow pointing to the 'Pay Account' button. On the right side of the page, there are three sections: 'Online Services' with links for 'Utility Billing Home', 'Manage Accounts', 'Sign up for e-Billing', 'Sign up for reminders', and 'Email Reminder Settings'; 'Need Help?' with links for 'Submit Service Request', 'Contact us', and '706-639-1518'; and 'Announcement' with the text 'Office Hours are Monday through Friday from 8am to 5pm.'

| Account Number | Address | Last Payment | Balance | Pay |
|----------------------|------------|-------------------------|-----------------------------------|-------------|
| [redacted] Active | [redacted] | (\$108.94) 12/3/2020 | View Bill \$0.00 Due 12/5/2020 | Pay Account |

Sign up for e-Billing

1. Choose the check box for Email electronic copy. If you want a paper bill mailed make sure the Mail paper copy is also checked.
2. Enter your email address and confirm your email address.
3. Choose Update

Sign up for e-Billing

Sign up for e-Billing | Sign up for reminders | Email Reminder Settings

Please enter in the email address below that you would like your utility bill sent to. Once you click on the submit button a confirmation email will be emailed to you.
To make sure you receive your bill each month please add our email address administration@cityoflafayettega.org to your email contact list. Thank you for signing up for e-bills.

Acct Address & Acct Number

Email electronic copy | Mail paper copy

(email address) *

(confirm address) *

Update | Cancel

Home

207 S. Duke St. | La Fayette, Ga, 30728 | 706-639-1518

Terms and conditions | Contact us

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Online Services

- Utility Billing Home
- Manage Accounts
- Sign up for e-Billing
- Sign up for reminders
- Email Reminder Settings

Need Help?

- Submit Service Request
- Contact us
- 706-639-1518

Announcement

Office Hours are Monday through Friday from 8am to 5pm.

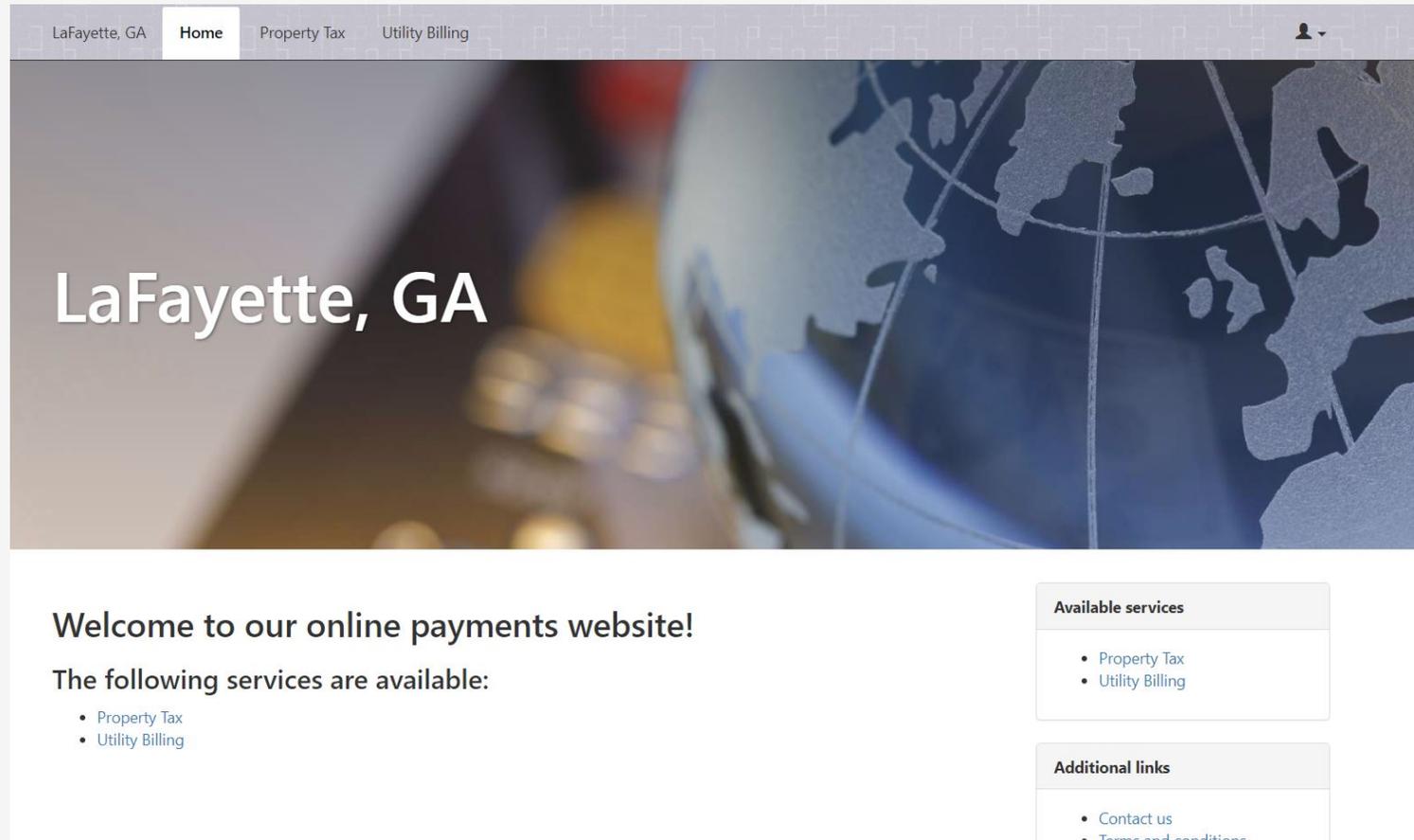


PAY ON YOUR ACCOUNT



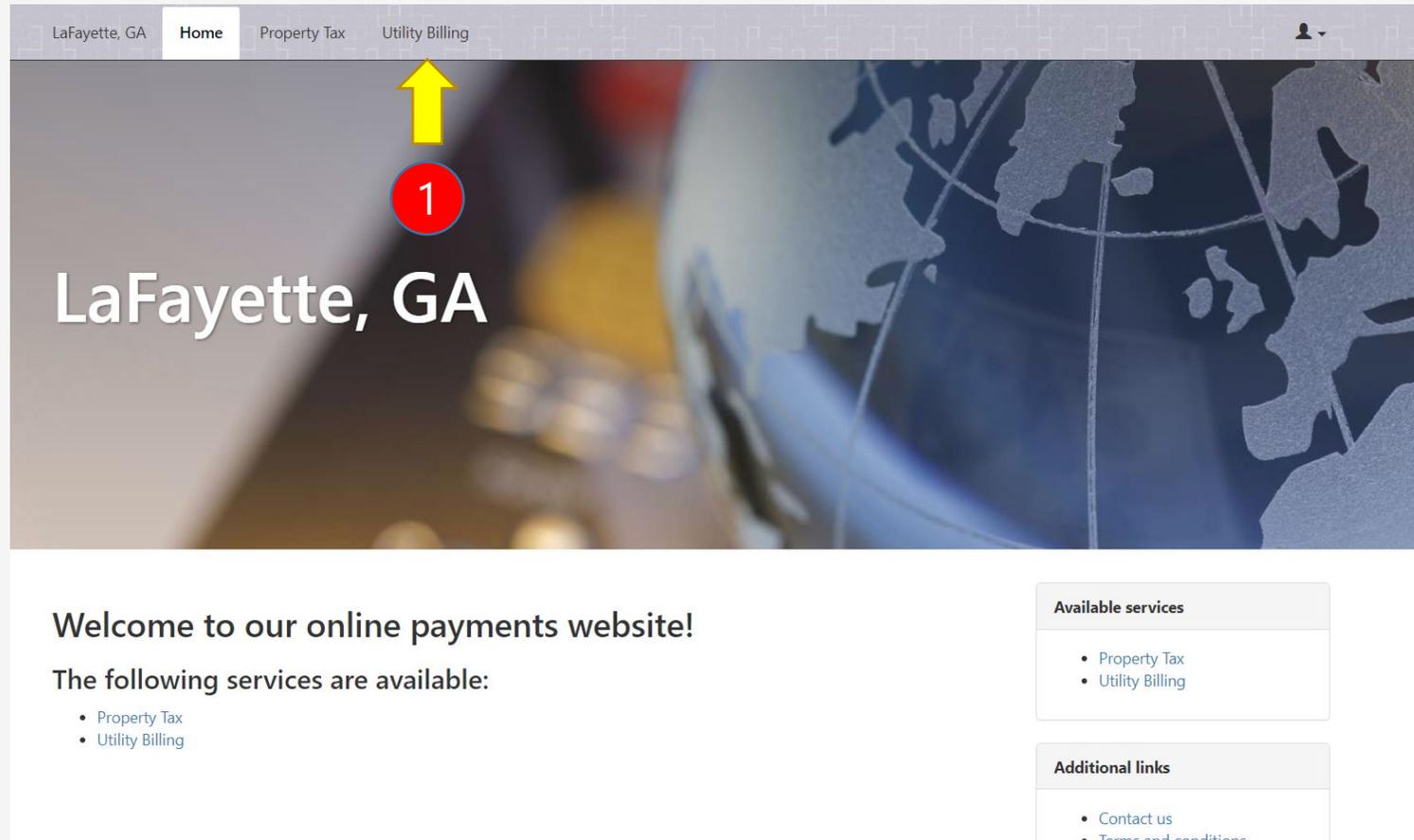
Home Page

Once logged in you will be on the Home Page



Home Page

1. Choose Utility Billing



Lafayette, GA **Home** Property Tax Utility Billing

LaFayette, GA

Welcome to our online payments website!

The following services are available:

- Property Tax
- Utility Billing

Available services

- Property Tax
- Utility Billing

Additional links

- Contact us
- Terms and conditions

Added Accounts List

1. You will now see information for the account that you have added. Including Account Number, Address, Last Payment, Balance.

2. You can Choose Pay Account to make a payment.

The screenshot shows the 'Utility Billing Home' page. At the top, there are navigation links for 'LaFayette, GA', 'Home', 'Property Tax', and 'Utility Billing'. A green notification box at the top right states 'Account [redacted] was successfully added.' Below the navigation is the page title 'Utility Billing Home' and a breadcrumb 'LaFayette, GA / Utility Billing'. The main content area features an 'Accounts' table with columns for 'Account Number', 'Address', 'Last Payment', 'Balance', and 'Pay'. A single account is listed with a redacted account number, a redacted address, a last payment of '\$108.94' on '12/3/2020', and a balance of 'View Bill \$0.00' due '12/5/2020'. The account status is 'Active'. A 'Pay Account' button is visible next to the account. To the right of the table are three sections: 'Online Services' with links for 'Utility Billing Home', 'Manage Accounts', 'Sign up for e-Billing', 'Sign up for reminders', and 'Email Reminder Settings'; 'Need Help?' with links for 'Submit Service Request', 'Contact us', and '706-639-1518'; and 'Announcement' with text about office hours: 'Office Hours are Monday through Friday from 8am to 5pm.' Two red circles with yellow arrows point to the 'Pay Account' button (labeled '2') and the account details (labeled '1').

| Account Number | Address | Last Payment | Balance | Pay |
|----------------------|------------|-------------------------|-----------------------------------|-------------|
| [redacted] Active | [redacted] | (\$108.94) 12/3/2020 | View Bill \$0.00 Due 12/5/2020 | Pay Account |

Pay Account

1. Choose Pay Account and Choose Pay Now to make a Payment Now

2. You can also Schedule a Payment to be paid for a later date or Enroll in Auto Pay. Auto Pay will automatically pay the account balance on the date that you choose. We recommend setting an Auto Pay date within 5 days prior to your due date. This will allow time for the billing process to show on your account.

The screenshot shows the 'Utility Billing Home' page for LaFayette, GA. The navigation bar includes 'LaFayette, GA', 'Home', 'Property Tax', and 'Utility Billing'. The main heading is 'Utility Billing Home'. Below this is a table of accounts with columns for 'Account Number', 'Address', 'Last Payment', 'Balance', and 'Pay'. A single account is listed with a balance of \$146.92 due on 1/5/2021. A red circle with the number '1' is placed over the 'Pay' column, and a yellow arrow points to a dropdown menu that contains 'Pay Now', 'Schedule Payment', and 'Enroll in Auto Pay'. A second red circle with the number '2' is placed over the 'Pay Now' option. To the right of the table are three sections: 'Online Services' (Utility Billing Home, Manage Accounts, Sign up for e-Billing, Sign up for reminders, Email Reminder Settings), 'Need Help?' (Submit Service Request, Contact us, 706-639-1518), and 'Announcement' (Office Hours are Monday through Friday from 8am to 5pm).

| Account Number | Address | Last Payment | Balance | Pay |
|----------------|------------|-------------------------|---|--|
| [Redacted] | [Redacted] | (\$108.94) 12/3/2020 | View Bill \$146.92 Due 1/5/2021 | Pay Account ▾ Pay Now Schedule Payment Enroll in Auto Pay |