

## City of Elroy Online Payment Instructions

To access the Online Utility Payment portal please visit [www.elroywi.com](http://www.elroywi.com). To make online utility payments you will be asked to register for an account. Please have your account number and the amount of your last utility payment available. You will need both of those to set up an account.

### **Register for an account**

1. From the online services payment home page, click the **Register** button.
2. In the register panel, enter your email address, name, phone number, and a password that is at least six characters long. Your email address will be your login.
3. Click **Create Member**. An email is then sent you your email address to confirm that your address is correct.
4. Check your email to find the "Thanks for registering!" email.
5. Click the link in the email to confirm your email address and activate your account. The link returns you to the login page for your online services site.
6. Log in using your email address and password.

### **Add a credit card**

1. From any application page, click the **Member Profile** button. If you are not logged in, you are prompted to log in before you can continue.
2. Choose the **Payment Info** tab and click **Add Credit Card**.
3. Fill in your credit card information. All fields except Billing Address 2 are required.
4. Click **Add new credit card**. The credit card is saved.

### **You can also save a credit card to your profile when making a payment**

1. During the payment process, select **Enter Credit Card** in the select a payment method window.
2. Enter the credit card information and then mark the **Save Credit Card** checkbox.
3. When you complete your transaction, the credit card saves to your profile for future use.