

All auto payments are set up in our Park City Municipal Web Services portal. Please follow these instructions to set up Autopayments for your Park City Water bill. Have the following information ready **before** setting up your autopay account. Below are images to help you with this set up process.

- Park City Water Account Number
- Service Address
- Payment Method

When ready, you can click here to start your account set up: [Utilities](#) 

1 Click on the box "NEW USERS".



PARK CITY 1884 **PARK CITY MUNICIPAL | WEB SERVICES**

Home Citizen Services Human Resources Business Services Utilities Logon Help Contact

Park City Municipal Corporation
445 Marsac Avenue
PO BOX 1480
Park City, UT 84060
(435) 615-5305
Webmaster

Welcome to Park City Municipal Corporation online Water Billing services. This service allows water customers to check account balances, pay bills, view transaction history, and examine usage information.

Please Logon or Register...

 **Registered Users** Please Logon Here.

 **New Users** New? Register Here. 

 **Recover Password** Forgot your Password?

2 Fill out ALL required fields indicated with a red asterisk (*). **NOTE:** in the address field. DO NOT enter your mailing address. Enter the SERVICE address only. When complete click 'Next Step'.



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Please complete the form below, all fields marked with a "*" are required information. After completing this form, you will have the opportunity to register with specific services.

Name **First Name** **Last Name***

Note: If you are registering as an individual, enter your first and last name. If you are registering as a business, enter the business name as last name and leave first name blank.

Address Line 1*

Address Line 2/Suite

City/State/Zip Code*

Phone Number* example: (209) 555-1212 or (209) 555-1212 3333

Email Address*

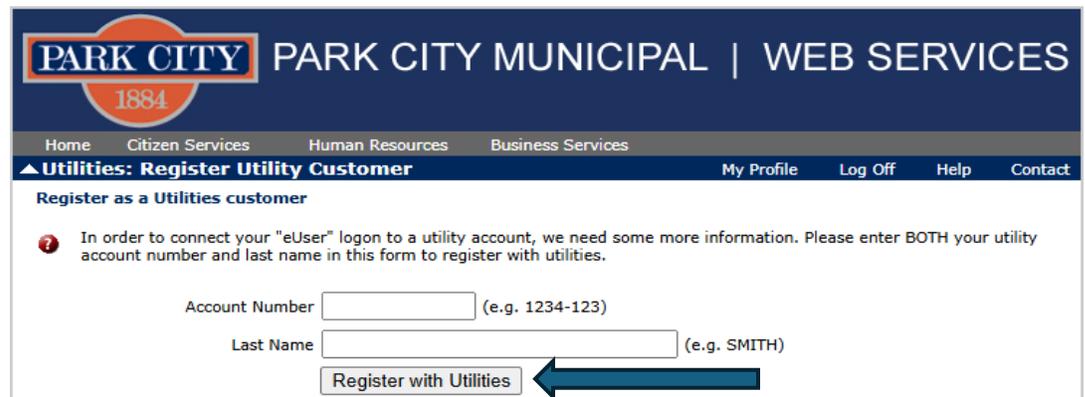
Select a **Username*** **Note:** Usernames must be unique in our system, you will receive an error message if the username you have entered already exists in our database. **Also**, select a password that is at least 6 characters or more and not a common word or a number.

Select a **Password***

Repeat **Password*** Your password must be between 4 and 16 characters long and consist of letters and numbers only.



3 Now add your Water Utility Billing Account Number and the Last Name on the Account. Click 'Register with Utilities'.



PARK CITY 1884 **PARK CITY MUNICIPAL | WEB SERVICES**

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Register as a Utilities customer

 In order to connect your "eUser" logon to a utility account, we need some more information. Please enter BOTH your utility account number and last name in this form to register with utilities.

Account Number (e.g. 1234-123)

Last Name (e.g. SMITH)

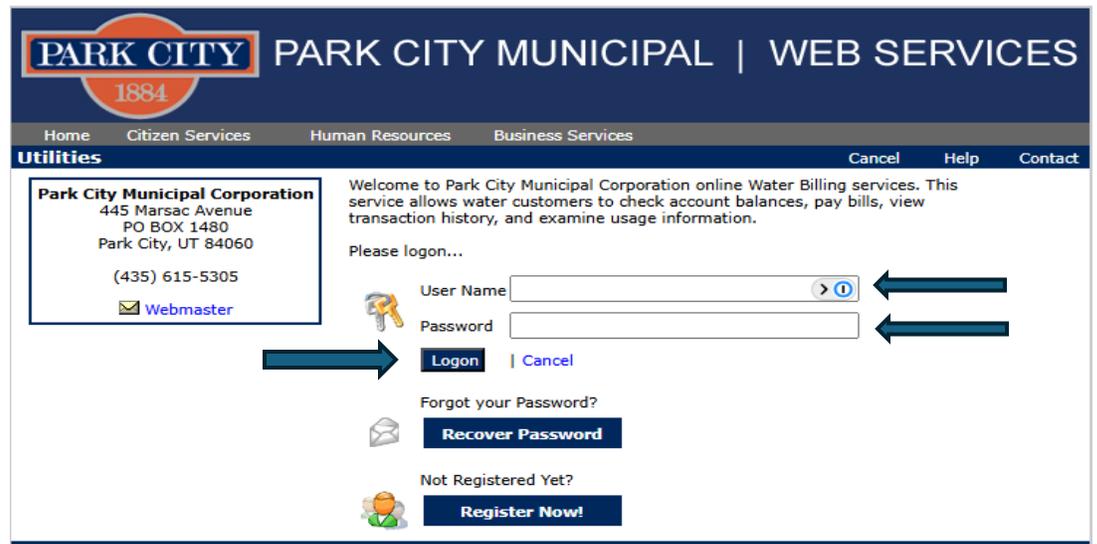


4 Now that you have registered as a new user ****STOP**** and call the **Park City Water Department** at 435-615-5335 x2. Let one of the customer service staff know that you have created a new eUser account and you need it **verified and activated**. Once your eUser account is activated move on to step 5.

5 After your eUser account is activated, log in to the portal as a “REGISTERED USER”.



6 Registered eUser Login page. Please enter your **User Name, Password and then click Logon.**



7 Welcome to your Account Home Page. From here you can set up autopayments or simply make a one-time payment. Please have your credit card or bank account information ready.

