

How to Sign Up for the DuPage County Utility Payment System and Set up Recurring Payments

1) Go to www.dupageco.org/publicworks and select the “Pay Online” link

The screenshot shows the DuPage County Public Works website. The header includes the County of DuPage logo and navigation links: News, Meetings, Events, Jobs, Directory, a search bar, and a language selector. A main navigation bar contains links for HOME, I WANT TO, COURTS, PROPERTY INFO, SERVICES, COUNTY BOARD, ELECTED OFFICIALS, and DEPARTMENTS. The left sidebar lists various Public Works services. The main content area is titled 'Public Works' and describes the department's services. On the right, a 'Utility Bill Payment' section features a red circle around the 'Pay Online' link, with the text 'Options for Payment: Pay Online or Call 655-748-8523'.

2) If you have not previously set up an account click the “Register Now” button or if you have created an account enter your email address and password and click “Login”

The screenshot shows the DuPage County Public Works Customer Portal. The header includes the DuPage County Public Works logo, the text 'Customer Portal', and logos for VISA, MasterCard, AMERICAN EXPRESS, DISCOVER, and echeck. The main content area is divided into two panels. The left panel, titled 'Make One-Time Payment', provides instructions on how to pay a bill and includes a 'Pay Now' button. The right panel, titled 'Login', contains fields for 'Email' (with the example 'someone@example.com') and 'Password', and a 'Register Now' link circled in red. A 'Login' button and a 'Forgot your password?' link are also present.

2) If you are registering a new account enter all information and click “Enroll”

DuPage County Public Works Customer Portal

Please enter all of the information below

New Account Information

Email Address

Passwords must meet the following requirements:

- must be at least 8 characters in length
- must contain at least one number and 1 alpha
- only alphanumeric characters are allowed

For enhanced security, do not use proper names, words commonly found in the dictionary or repeating sequences of

Enroll Cancel

3) Click the button to “Add Account” to your login. Then enter your account number without the dash, check the box to agree to the terms and conditions and click “Add Account”

DuPage County Public Works Customer Portal

Accounts

Accounts

Pay My Bill

AutoPay

Bill History

+ Add Account

Add Account

Account Information

Payment Type

Utility Bill

Please enter your account number, without the dash, as shown on your bill.

Account Number

Without the dash

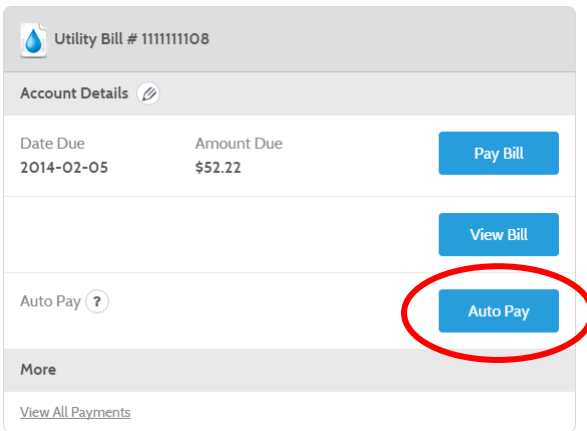
Terms & Conditions

[Read the Terms & Conditions](#)

I agree to the Terms & Conditions.

Back to Accounts **Add Account**

4) Click the “Auto Pay” button to set up a recurring payment schedule and follow the instructions to set up a payment schedule



Utility Bill # 111111108

Account Details

Date Due	Amount Due	Pay Bill
2014-02-05	\$52.22	

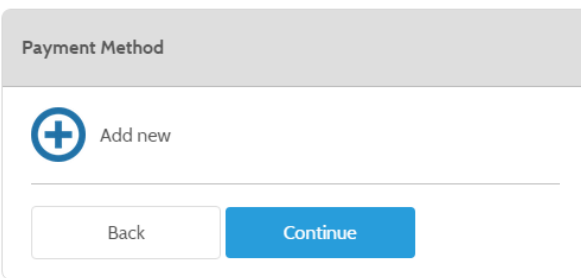
[View Bill](#)

Auto Pay ? [Auto Pay](#)

More

[View All Payments](#)

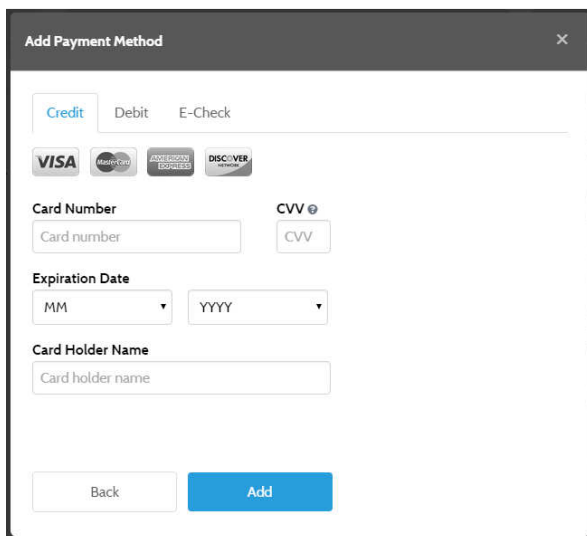
6) Select a saved payment method or click “Add new” to enter a new credit card, debit card or e-check information and click “Continue”



Payment Method

[+](#) Add new

[Back](#) [Continue](#)



Add Payment Method

[Credit](#) [Debit](#) [E-Check](#)

[VISA](#) [MasterCard](#) [AMERICAN EXPRESS](#) [DISCOVER](#)

Card Number CVV

Expiration Date

Card Holder Name

[Back](#) [Add](#)

7) All payment schedules will pay your bill on the due date of the bill. You can select an end date for the schedule and choose to receive a notification in advance of the payment. To finish the payment schedule setup click “Confirm Schedule”


Payment Details

Frequency


On the due date of each bill


Please note that a payment for the amount on the bill will be processed each month on the due date up to the maximum amount.

End Date (Optional)


Select end date 

Schedule Notification Preferences ?

Receive email notification 

Receive SMS notification 

Receive Phone notification

Do not remind me  in advance of a scheduled payment