

Water Bill Auto Pay: How to Register

1. Visit <http://clintontownship.com/treasurer.html>. Click the blue button labeled **Autopay Sign Up**.
2. Under the header Charter Township of Clinton, set search to **Utility Billing**. Search by the address (street number, enter), parcel or utility billing account number.
3. Look for the pink box '**Amount Due**'. For one-time payments, click '**Pay Now**'. To set up Auto Pay for Water Bill payments, click blue link marked '**Manage Advanced Payment Features**'.
4. Enter your first name, last name or company name, and email address. Create and confirm a password. After you review and accept the terms and conditions, click **Register**. This will send an activation message to the email address entered.
5. Go to your email inbox and find the 'No Reply' Email from 'Point and Pay'. Click the blue button reading **Confirm My Email**. This will verify your email address and open the log-in page. Log in by reentering email address and password.
6. On your Payment Dashboard, confirm your account number and address. To the right of Amount Due, click '**Recurring Payments**' option.

RECURRING PAYMENTS



7. On the Recurring Payments page, your options include:
 - Set Maximum Payment Amount: Regardless of size of Water Bill, this sets a maximum withdrawal amount from your account.
 - I'd Like to Pay with: Choose between Electronic Check (Free) and Credit/Debit¹.

Verify your bank account number directly against the source material. You should always confirm your account information with your financial institution, especially if it is a credit union. Many credit unions have a unique numbering system that may not be processed correctly.

8. Read through the note on processing fees, the Disclaimers, and the Terms and Conditions, and confirm you agree by checking the box. Click the **Save Recurring Payments Option**.
9. Current Direct Billing Customers: Once you have completed your AutoPay registry, **you must contact the Water Department at 586-286-9300 to end Auto Pay/Direct Billing under the old system** to avoid being double-charged during the transition.

By signing up for Auto Pay or Paperless Billing, you certify that you are the owner or have the permission of the property owner to enroll in Auto Pay or paperless billing. Late penalties apply to any remaining balance after the due date. You are responsible for monitoring your bills.

For assistance, please contact the Clinton Township Treasurer's Office at 586-286-9313 or Point and Pay at 866-891-6064, Option 1.

¹ Credit or debit card payments incur a 2.8% fee with a \$1.50 minimum imposed by our payment processor.