

Water Bill Auto Pay: How to Register

1. Visit www.clintontownship.com/392/Bill-Payments. Click the blue button labeled **Autopay Sign Up**.
2. Under the header Charter Township of Clinton, set search to **Utility Billing**. Then search by the address, parcel number or utility billing account number (per drop down menu).
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 Auto Pay**' button.
7. On Recurring Payments page, select '**Add new payment method**'. You will see the following options:
 - Credit/Debit¹ or Electronic Check*Choose your payment method.*

Please verify your bank account number directly against the source material. You should always confirm your account information with your financial institution. Many credit unions have a unique numbering system that may not process correctly.

8. Read through the note on processing fees, the Disclaimers and the Terms and Conditions. Confirm you agree by checking the box. Then click **Save Recurring Payments Autopay**.

By signing up for Auto Pay and/or Paperless Billing, you certify that you are the owner or have the permission of the property owner to enroll in Auto Pay and/or paperless billing. Late penalties apply to any balance remaining 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, the Clinton Township Water Department at 586-286-9300, or Point and Pay at 888-891-6064, Option 1.

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