



Utility Billing On-Line is Available – Sign up Today

We are excited to introduce a new program for all of our utility billing customers. Now you can receive and view your utility bill on the Internet. You can also see your account history so you can better manage your utility consumption. The initial sign up process is quick and easy. You can sign up anytime. We will e-mail you each month when your bill is ready to view. You can even opt out of receiving a paper version of your bill and help keep our planet green. Choosing the paperless option will save paper, envelopes and postage, which helps the planet and reduces our costs, which benefits our customers too.

To get started with our on-line program, please follow these steps:

1. The online program is managed through Batavia eNews. You will need to set up this account first. If you already have an eNews account you can go directly to Step 2.
 - a. To set up your eNews account, go to the City's Web site at www.cityofbatavia.net and click the eNews logo or go directly to www.cityofbatavia.net/enews.
 - b. Choose Batavia eNews Signup – you do not need to enter your personal information if you prefer not to – all that is required is an e-mail address.
 - c. Choose Utility Billing Online as a subscription.
 - d. You may subscribe or unsubscribe to any other eNews topics at this time or at any time in the future.
 - e. Once you have successfully subscribed you will receive an e-mail with your eNews password, which you will need to sign up for utility billing online.

2. After you have your eNews account click on the link for “Utility Billing Online” on the front page of our Web site or enter this address: www.cityofbatavia.net/ubonline. Sign in using your eNews e-mail address and password.
 - a. Choose “Add an Account”.
 - b. The first time you use the program, you'll need to have your most recent utility bill handy.
 - c. You will need to enter your account number, address and current charges.
 - ✓ Be sure to enter you Address *exactly* as it appears on your bill
 - ✓ Current charges may be different than the amount due
 - d. You are now ready to view your utility billing information on-line.
 - ✓ You can link more than on e-mail address to your account by following the same steps