

SIGN UP FOR AUTOPAY & GO PAPERLESS



Set up your AutoPay and receive your bills via email

After registration, you can view or pay your bill online, receive email reminders when a payment is due and receive a confirmation after making a payment.

HOW TO SET UP AUTOPAY

1

Login to your Utility Billing Self Service account. If you have not registered, you can do so at: www.roseville.ca.us/billpay

2

Go to "Account" and Select "Setup AutoPay" from the menu bar.

3

Click the blue link to **Add a new Payment Method.**

4

Manage your Payment Methods by adding a new Credit Card or a new Bank.

5

Make sure you save your information before moving on to the next step. This will be the method of payment for all future AutoPay Transactions.

6

Your new payment method will now appear in your saved payment methods. Follow the link to set up autopay.

7

Use the drop down menus to select the account and payment method for your autopay. If you have multiple accounts, you must initiate AutoPay on each one individually. **Click Save this AutoPay Setup.**

8

Check your email for the confirmation letter of your AutoPay setup. Your setup will not be complete until you click the link within the confirmation email.

9

Your AutoPay setup is now complete. Your next statement will draft from your AutoPay account if the AutoPay registration has been completed 24 hours before your payment is due.