TO PAY YOUR BILL ONLINE

Once you receive your first bill and you have a balance on the account you can follow the directions below.

1. Go to our website at southpittsburgutilities.com
   (this process is easier to be done on a computer)
2. Click on bill payment
3. Click on pay your bill now
4. You will need to register if you have never signed in. You will need an e-mail address to do so.
5. Once you've set up your account use your username and password to sign in.
6. When entering your account number only use the account number up to the decimal. Do not enter the decimal or the numbers following it.
   Ex. 123456.00 98
7. Then it will ask for your tenant number. That is the last 2 digits of the account, usually in the 90's. Ex. 123456.00 98.
8. You can use anything you wish to for your alias- ex: house or location.
9. Once you are signed in you can proceed to link your bill or multiple bills.
10. You will receive texts, e-mails, depending on how you set it up, to let you know when your new bill is available or to remind you of your due date.
11. You also have the option to set your account up for autopay if you so choose to.
12. You will always be mailed out a paper statement.

I hope this information has been helpful in your online account set up. Feel free to contact our office if you have further questions.
423-837-7164