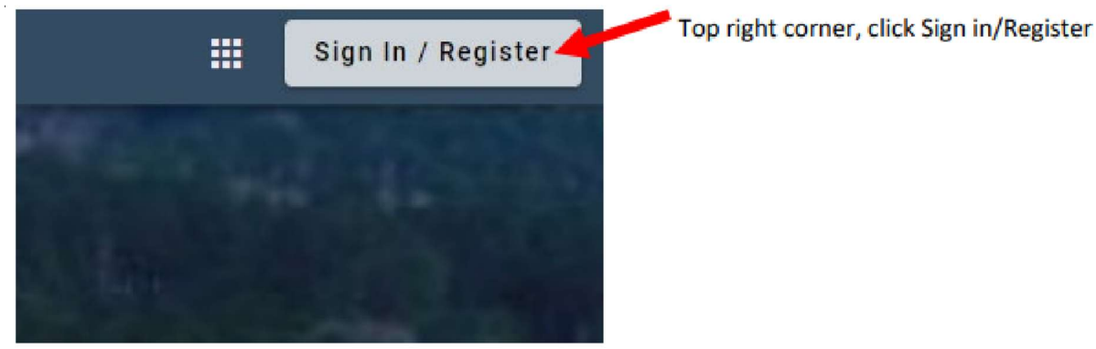
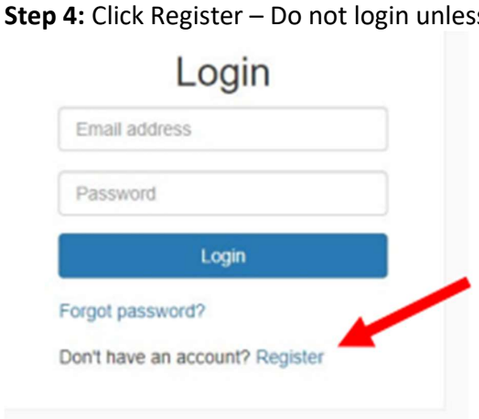
City of Sequim – First Time User Guide

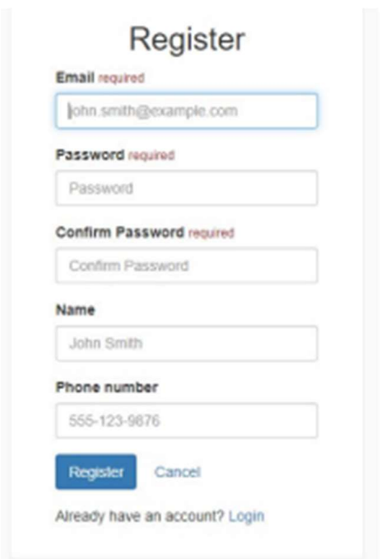
Step 1: Go to
https://cityofsequimwa.municipalonlinepayments.com/cityofsequimwa/utilities
Step 2: Click Payments at the top of the screen
Step 3: Click Sign In / Register



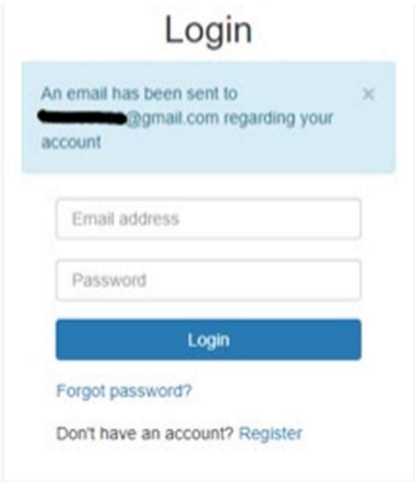
Step 4: Click Register – Do not login unless you have already registered



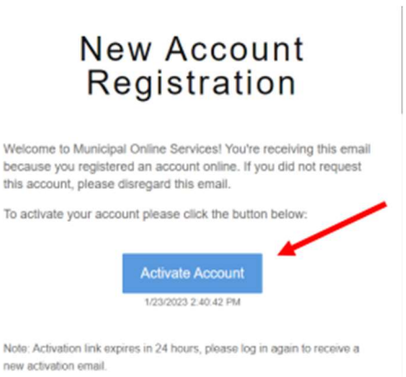
Step 5: You must have an email address to Register. Complete the Registration.



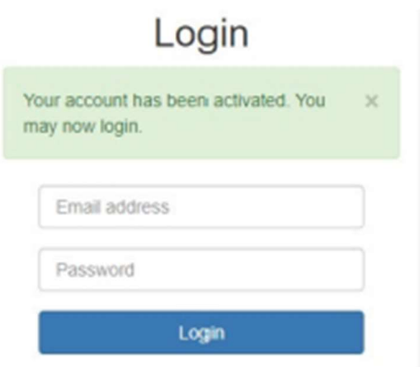
Step 6: If registration is completed correctly, you should see this screen. Go to your email account to complete the registration process.



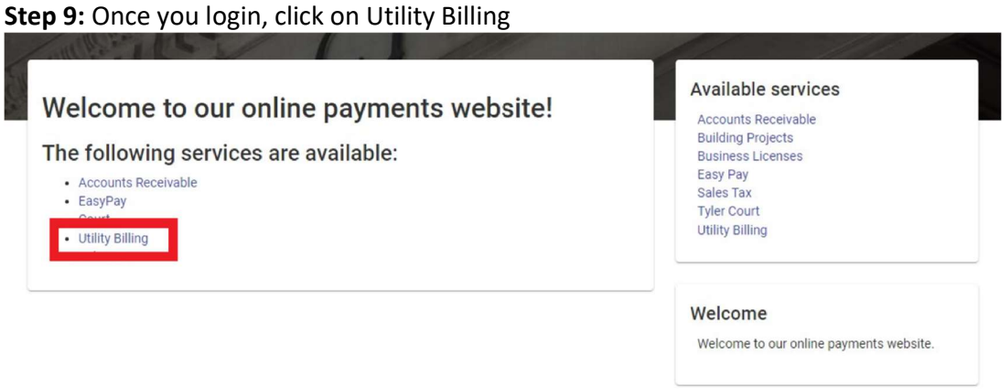
Step 7: The below email should have come through to your personal email address that you used to register. Click Activate Account.
Note: this email will expire within 24 hours. If you do not click Activate Account within 24 hours of registering, you will have to begin the registration process over again.



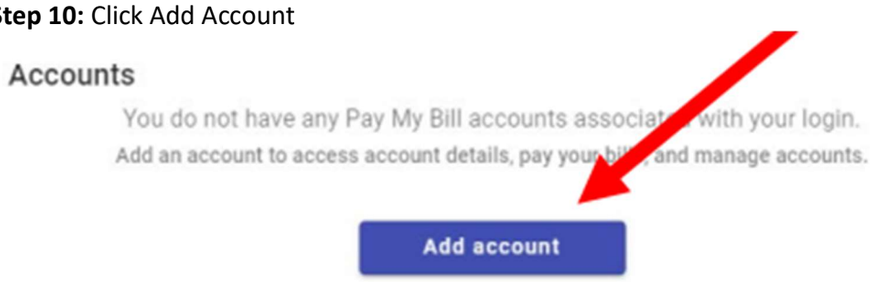
Step 8: You should see the below screen if you activated your account correctly.
Login with your email and password that you used during the registration process.



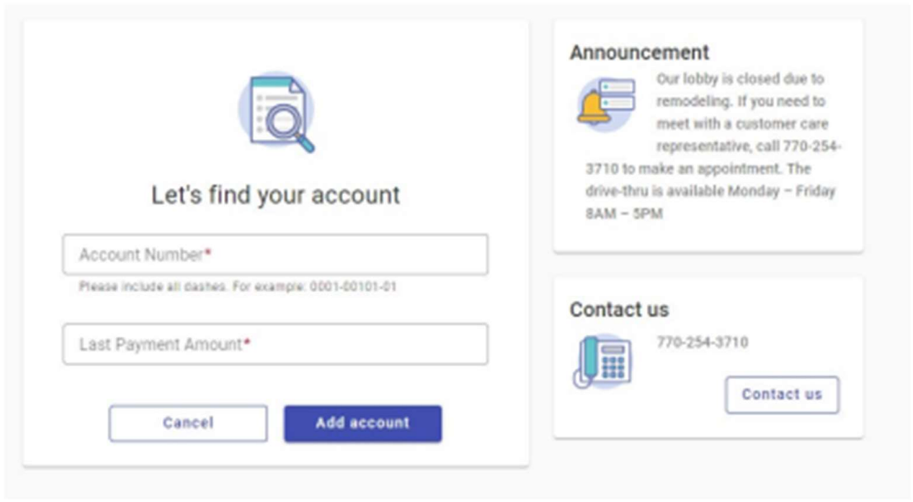
Step 9: Once you login, click on Utility Billing



Step 10: Click Add Account



Step 11: Enter the account number and last payment account, then click Add Account. You will find your account number and last payment amount on your previous billing statement. If your account is new, then your last payment amount is zero.



Step 12: Your account has been created! From here you can pay your bill, enroll in auto pay, or schedule a payment.