

# Access and Enroll in Recurring Payments with AccessMyGov

## Step 1: Search for your account

Click link to the AccessMyGov search page. Search for your bills using your account number.

The screenshot shows the 'Utility Billing Online Payment Service' page for the City of Palmetto, Manatee County. At the top, there is a search bar labeled 'Search Municipal Records By: Utility Billing' with a dropdown arrow and a text input field containing 'Enter an account number'. On the left side, there is a navigation menu with three main sections: 'ONLINE SERVICES', 'EMPLOYMENT OPPORTUNITIES', and 'MUNICIPALITIES'. Under 'ONLINE SERVICES', there are sub-sections for 'Internet Services' (with an expandable arrow), 'Online Payments' (with an expandable arrow), and 'Building Department' (with an expandable arrow). Under 'Internet Services', there are links for 'All Record Search', 'Building Department Search', and 'Utility Billing Search'. Under 'Online Payments', there is a link for 'Utility Billing Payments'. Under 'Building Department', there is a link for 'Building Department Search'. Under 'EMPLOYMENT OPPORTUNITIES', there are links for 'All Employment Opportunities (Local)' and 'Search for Employment Opportunities'. Under 'MUNICIPALITIES', there are no visible links. The main content area features a header with a logo and the text 'Utility Billing Online Payment Service City of Palmetto, Manatee County'. Below the header, there is a blue arrow graphic pointing right, labeled 'Step 1: Search' with the text 'Use the search criteria below to begin searching for your record.' To the right of the arrow, the text 'Step 2: Select Re' is partially visible. Below this, there is a section titled 'Getting Started...' with a dashed line separator. The text reads: 'Welcome to the **Utility Billing** Online Payment Service. This service allows you to on. To begin, please enter the appropriate information in one of the searches bel'. Below this text, there is a section titled 'Search by Account Number' with a dashed line separator. The text reads: 'Enter the Utility Billing **Account Number** you are attempting to'. At the bottom, there is a form with a star icon, the text 'Account Number:', a text input field containing '123456', and a 'Search' button.

Search Municipal Records By: **Utility Billing** ▾ Enter an account number

**ONLINE SERVICES**

- ▲ Internet Services
  - All Record Search
  - Building Department Search
  - Utility Billing Search
- ▲ Online Payments
  - Utility Billing Payments
- ▲ Building Department
  - Building Department Search

**EMPLOYMENT OPPORTUNITIES**

- All Employment Opportunities (Local)
- Search for Employment Opportunities

**MUNICIPALITIES**

**Utility Billing Online Payment Service**  
City of Palmetto, Manatee County

**Step 1: Search**  
Use the search criteria below to begin searching for your record.

**Step 2: Select Re**

**Getting Started...**

Welcome to the **Utility Billing** Online Payment Service. This service allows you to on. To begin, please enter the appropriate information in one of the searches bel

**Search by Account Number**

Enter the Utility Billing **Account Number** you are attempting to

☆ Account Number:

## Step 2: Click on your account

Make sure that the information presented matches your account and click on the account link to view your payment options.

The screenshot shows the 'Utility Billing Online Payment Service' interface for the City of Palmetto, Manatee County. At the top, there is a navigation bar with three steps: 'Step 1: Search', 'Step 2: Select Record', and 'Step 3: Make Payment'. Below this, a search results section displays 'Search Results for "[redacted]" using the Utility Billing Search.' A table with three columns: 'Reference #', 'Name', and 'Address' is shown. The first row contains three redacted entries. A green arrow points to the 'Name' column of the first row.

## Step 3: Select the recurring payments link

On the account information screen, select the link to "Sign up for Recurring Utility Bill Payments." Note that you can also make a one-time payment from this page.

The screenshot shows the 'Utility Billing Online Payment Service' interface for the City of Palmetto Recurring Testing, Manatee County. At the top, there is a navigation bar with three steps: 'Step 1: Search', 'Step 2: Select Record', and 'Step 3: Make Payment'. Below this, the 'Account:' field is redacted. The 'Name & Address Information' section is also redacted. The 'Additional Record Information' section contains a link 'View Additional Account Information'. The 'Recurring Payments' section contains a link 'Sign up for Recurring Utility Bill Payments.' A green arrow points to this link. The 'Pay Utility Bill' link is also visible at the bottom.

## Step 4: Sign in

When you arrive at the recurring enrollment page, sign in to your account by clicking on “Log in” to access the information that Point & Pay has pre-enrolled for you.

The image shows a screenshot of the Point & Pay website interface. At the top right, there are links for [Log In Point & Pay Services](#), [Register](#), and [Learn more](#). Below this is a navigation menu with buttons for [Make Payments](#), [AutoPay](#), [My Payments](#), [My History](#), [My Profile](#), and [Support](#). The main content area is titled "Step 1: Enroll Payments" and includes instructions to complete the form and click the "Continue" button. A note states that an asterisk indicates a required field. There is a table titled "My Enrollments" with columns for "Payment Type", "Account Number", "Payment Plan", and "Delete Item". Below the table is a "Registration" section with a "log in now" link highlighted by a green arrow. Another green arrow points to the "Log In Point & Pay Services" link at the top. A modal window titled "Log in to Point & Pay" is overlaid on the bottom right, containing fields for "Email Address" and "Password", a "Log In" button, a link for "I forgot my password", and a "Register Now" button.

Log In Point & Pay Services | Register | Learn more

Make Payments | AutoPay | My Payments | My History | My Profile | Support

Step 1: Enroll Payments | Step 2: Review and Submit | Step 3: Confirmation and Receipt

### Step 1: Enroll Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your enrollment is processed.

Note: \* indicates a required field.

#### My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
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#### Registration

If you have already registered with Point & Pay, please [log in now](#).

If you have not registered with Point & Pay, please take a minute to [register](#); registration is fast, easy and free.

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

### Log in to Point & Pay

Email Address:

Password:

[Log In](#)

[I forgot my password](#)

If you have not registered with Point & Pay, you may do it now; it's free and takes about a minute. [Learn more](#)

[Register Now](#)

## Step 5: Enroll in recurring

Use the features provided by Point & Pay to configure when and how you want your recurring payments to occur. If you want your recurring payments to run indefinitely, simply omit the end date.

### My Enrollments

Refresh

Payment Type	Account Number	Payment Plan	Delete Item
<a href="#">Close</a> Payment Type: * Utility-Demo UB Account Number: * 004527 Payment Plan: * Payment Plan <input checked="" type="radio"/> Due Date Driven Make payments: * 2 days before due dates Start this service on: * 10/06/2014 End this service on: 10/06/2018			X

### Cardholder Information

First Name: \* ETHAN Last Name: \* HENSON  
Address Line 1: \* 5708 CORNERSTONE Address Line 2: \*  
City: \* LANSING State: \* Michigan Zip Code: \* 48917  
Phone Number: \* 5171234567 Email Address: \* mmarsh@bsasoftware.  
 Update my profile with name, address and phone information

### Payment Information

You may select a charge card or checking account from your eWallet, or use one not currently in your eWallet.

Payment Method: \* Credit or Debit Card  
Card Number: \* 4111111111111111  
Expiration Date: \* (in mm/yy format) 06/17  
CVV: \* 123 [Where is this number?](#)  
 Add this payment device to my eWallet. I'd like to reference it as (optional, up to 30 characters)

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

Continue

## Step 6: Maintain your account

Your new account with Point & Pay includes a lot of useful features for keep track of your bills and payments. You can view your history, track upcoming payments, edit your recurring enrollment, or cancel your payment plan.

Welcome, ETHAN | Log Out

Make Payments   AutoPay   **My Payments**   My History   My Profile   Support

Step 1: Edit Payment   Step 2: Review and Submit   Step 3: Confirmation and Receipt

### Step 1: Edit Payment

Welcome! Use this page to review payment plans you have enrolled and any upcoming payments. You may put an upcoming payment on hold, cancel it, change the payment amount, payment date, name and address information, and payment method. You can apply these changes to an upcoming payment only, or to all remaining payments.

Note: \* Indicates a required field.

#### My Upcoming Payments

Refresh

	Payment Type	Account Number	New Bill Due Date	Due Amount	Upcoming Payment Date	Upcoming Payment Amount	Upcoming Payment Status
Edit	Utility-Demo	UB Account Number: 004527					
Edit	Utility-Demo	UB Account Number: 016510					

Continue

### My Upcoming Payments

Refresh

	Payment Type	Account Number	New Bill Due Date	Due Amount	Upcoming Payment Date	Upcoming Payment Amount	Upcoming Payment Status
Save	Utility-Demo	004527					

#### Payment Plan

Due Date Driven  
 Payment Lead Time: 2 days before due dates  
 Plan Start Date: 10/06/2014  
 Plan End Date: 10/06/2018  
 Convenience Fee: \$0.00 (per payment)

#### Upcoming Payments

Current Status: None

Available Status Options:

Select one

Select one

Cancel all remaining payments of this plan

#### Customer Information

First Name: \* ETHAN      Last Name: \* HENSON

Address Line 1: \* 5708 CORNERSTONE DR      Address Line 2:

City: \* LANSING      State: \* Michigan      Zip Code: \* 48917

Phone Number: \* 5171234567      Email Address: \* mmarsh@bsasoftware.com