SIGN UP FOR
ELECTRONIC BILLS
AND/OR
AUTO PAY

STEP 1:
SIGN UP - MUST HAVE YOUR ACCOUNT NUMBER

🏠 Brookings Municipal Utilities

Sign Up › New User Registration

Account Information
Create your account.

Email *

Password *

Confirm Email *

Confirm Password *

Utility Bill Verification
A recent utility bill is required to fill in some of the information below.

Last Name or Business Name *

Utility Account Number *

Please make sure you enter the account number with all leading and trailing zeroes and dashes.
For example: 123456-123

STEP 2:
CLICK ON MY PROFILE. UNDER ACCOUNTS CLICK EDIT

Brookings Municipal Utilities

🏠 Home
▦ Make Payment
📄 My Bill
🔄 Usage
📊 Activity
🪪 My Profile
💬 Contact Us

Login Information

E-MAIL ADDRESS Update
YOUR EMAIL ADDRESS HERE

PASSWORD Update
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Payment Methods

Description		Type	Actions

Accounts

Account	Paper Bill	E-Bill	Auto Pay	Actions
000000-001* 1234 2ND AVE	✅	🚫	🚫	✏️ EDIT ✖ REMOVE

*Default account. The default account cannot be removed. Please first set a different account as the default account to remove this record.

Paper Bill: Enable this to receive a paper copy of your bill via the mail.
E-Bill: Enable this to receive an electronic copy of your bill via email.
Auto Pay: Enable this to automatically debit your account when your bill is due.
Tell me more about Auto Pay

STEP 3:
SELECT YES ELECTRONIC BILL

STEP 4:
AUTOPAY OPTION
AUTO PAY PAYMENT WILL BE PROCESSED AUTOMATICALLY ON THE 10TH OF EACH MONTH

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My Profile › Edit Account › 000000-001

Paper Bill
Receive a copy of your bill via mail?
○ Yes, print and send my paper bill using the postal service.
⦿ No, do not print and send my bill using the postal service.

Auto Pay Options
☐ Yes, I would like to activate auto payment.
Tell me more about Auto Pay

Electronic Bill
Receive a copy of your bill via e-mail?
⦿ Yes, send an electronic copy of my billing statement via email when the bill is ready.
○ No, do not send the bill electronically.

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