



## Go paperless with e-Billing!

The City of Spring Valley Village offers residents e-Billing free of charge. Every month your bill will get sent directly to your e-mail.

The process is simple and easy to do.

1. Click [here](#) to go to your online utility bill account.
2. Log in to your account. If you don't have an account click on "Register".
3. Once you're logged in click on *Sign up for e-Billing* on the right hand side under "Online Services".

### Utility Billing Home

The screenshot shows the 'Accounts' section with a table of account information. The 'Add Account' button is highlighted in yellow. The 'Online Services' section includes 'Sign up for e-Billing' highlighted in yellow. The 'Need Help?' and 'Announcement' sections are also visible.

Account Number	Address	Last Payment	Balance	Pay
02-000050-00 Active	1035 BINGLE RD	\$0.00	\$0.00 Due 9/30/2021	Pay Account ▾

**Online Services**

- Utility Billing Home
- Manage Accounts
- **Sign up for e-Billing**
- Email Reminder Settings

**Need Help?**

- Submit Service Request
- Contact us
- 713-465-8308

**Announcement**

Office Hours are Monday through Friday from 7:30am to 4:30pm.

4. If your account is not listed there, click on "Add Account". If your account is listed, skip to step 6.

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5. Enter your Account Number and last payment amount, which you can find on your most recent bill.

## Add account

Account Number \*

Please include all dashes. For example: 01-010101-01

Last Payment Amount \*

Add Account

Cancel

6. On the right hand side click on "Sign up for e-Billing".

## Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up for e-Billing](#)
- [Email Reminder Settings](#)



7. Select the spot under Email Electronic Copy and enter your email address.

Sign up for e-Billing    Email Reminder Settings

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Please enter the email address below that you would like your utility bill sent to and click the small circle for **Email electronic copy**. Once you click on the submit button a confirmation email will be emailed to you.

To make sure you receive your bill each month please add our email address [noreply@municipalonlinepayments.com](mailto:noreply@municipalonlinepayments.com) to your email contact list. Thank you for signing up for e-bills.

	<input checked="" type="radio"/>	<b>Email electronic copy</b>	<input type="radio"/>	<b>Mail paper copy</b>
Your Address	<input checked="" type="radio"/>			
Your Account Number		<input type="text"/>		
		(email address) *		
		<input type="text"/>		
		(confirm address) *		

  

8. Click Update and you are done!

Once you are signed up for e-bills you will not receive a paper copy of your bill anymore. You can log in and see or download a PDF version of your bill at any time.

If you haven't already done so, now is a great time to also sign up for free and easy automatic bank draft for your utility bill. If you sign up for automatic bank draft, your utility bill will automatically be deducted from your bank account on the last business day of the month. And you never have to worry about whether your bill has been paid! To sign up for automatic bank draft, please [complete and return this form](#) to [utilities@springvalleytx.com](mailto:utilities@springvalleytx.com).