# ONLINE PAYMENT SERVICE GUIDE

Utility Billing Online Payment Service
City of Spring Lake Park, Anoka County

## What is BS&A?

BS&A Software is a leading provider of comprehensive software solutions designed to streamline operations for local governments and municipalities. Established with a focus on enhancing efficiency and transparency, BS&A offers a suite of integrated applications that cover various sectors, including finance, tax collection, property management, and permitting.

## What is Point & Pay?

Point & Pay is what the City of Spring Lake Park uses to offer online payment services. Point & Pay is a premier credit card processing solution designed to facilitate secure and efficient electronic payment transactions for municipalities, government agencies, and businesses.

## Please Note:

All links are on the City's website for quick access.
Www.slpmn.org → Departments → Utilities → Payment Options

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City of Spring Lake Park - Utility Billing
763-792-7213 | Bbrown@slpmn.org

11.26.2024

# ONLINE PAYMENT SERVICE GUIDE

## QUICK BILL PAY:

**To view and pay your water utility bill without creating an account.**
**Please follow the instructions below:**

Go to: https://bit.ly/QuickPaySLP

**You will need:**
Account Number & PIN

This information can be found in the top, right-hand corner of your Utility Bill.

1. Enter payment amount (bottom, right)

2. Make Payment

## ACCOUNT HISTORY & BILLS:

**To view account history & utility bills without creating an account.**
**Please follow the instructions below:**

Go to: https://bit.ly/QuickPaySLP

**You will need:**
Account Number & PIN

This information can be found in the top, right-hand corner of your Utility Bill.

1. "View Additional Account Information"

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# ONLINE PAYMENT SERVICE GUIDE

| RECURRING PAYMENTS: |
|---|
| **To complete this process, you must create an account with Point & Pay.**<br>**Please follow the instructions below:** |
| Go to: https://bit.ly/QuickPaySLP |
| You will need:<br>Account Number & PIN<br><br>**This information can be found in the top, right-hand corner of your Utility Bill.** |

1. Act as if you are making a payment →

2. Enter a payment amount (bottom, right) → Make payment

3. Here you will select Register Account → **Register Account**

4. Once you created an account → You will receive an email from No Reply – City of Spring Lake Park MN Point & Pay: CONFIRM MY EMAIL

5. To complete your registration & create your account, please click on the "CONFIIRM MY EMAIL" link

6. Then you will be routed back to the sign in page.  Sign in  →

7. On your dashboard it should have your account information listed & to the right of that → Recurring Payments ON/OFF →

8. Follow the props to enter payment information

9. Agree to the Terms & Conditions

10. Save Recurring Payments

# ONLINE PAYMENT SERVICE GUIDE

| SIGN IN – POINT & PAY |
|---|
| **To complete this process, you must have created an account with Point & Pay.** <br> **Please follow the instructions below:** |
| Go to: https://bit.ly/SignInPointPay |
| 1. I recommend bookmarking the link above for easy access in the future <br><br> 2. Sign in with your email & password <br><br> 3. Once signed in it will display your Dashboard |

| PAPERLESS BILLING: |
|---|
| Contact the Utility Billing Department to receive your water utility bills via email. <br> Utility Billing: 763-792-7213 \| Bbrown@slpmn.org |
| **Please note:** Once you are signed up to receive paperless bills you will no longer receive a paper copy of the water utility bill. Paperless bills will come from <br> City of Spring Lake Park - Utility Billing noreply@bsacloud.com |