

One-time Online Payment Instructions

Town of Jupiter Utilities



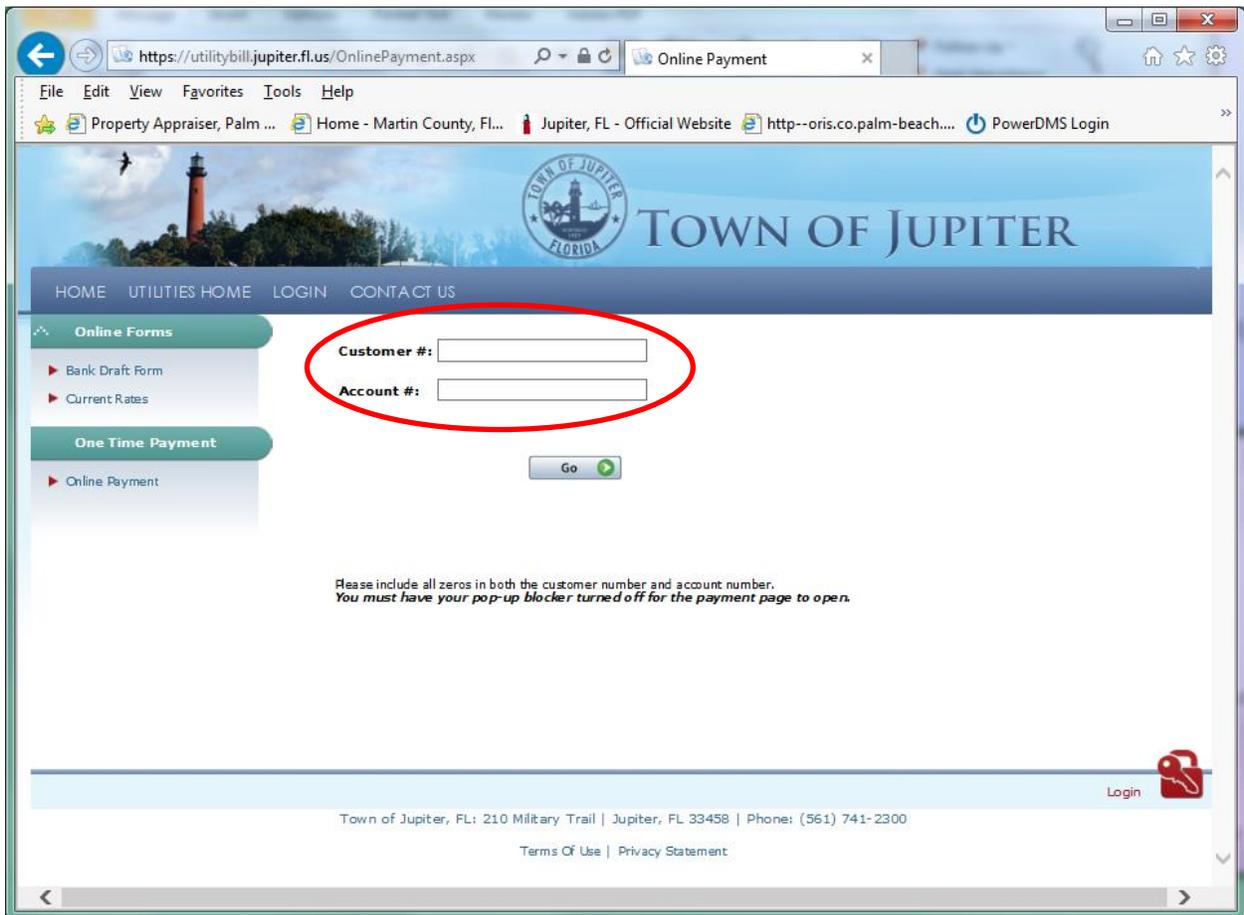
1. Open your internet browser and go to: <https://utilitybill.jupiter.fl.us/>
2. In the left-hand column, under Online Services > Click on **Online Payment**

The screenshot shows a web browser window displaying the Town of Jupiter Utilities Payment Portal. The browser's address bar contains the URL <https://utilitybill.jupiter.fl.us/>. The page features a navigation menu with options for HOME, UTILITIES HOME, LOGIN, and CONTACT US. On the left side, there are sections for 'Online Forms' (Bank Draft Form, Current Rates) and 'Online Services' (Online Payment, which is circled in red). The main content area is titled 'Welcome to the Jupiter Utilities Payment Portal' and provides instructions on how to use the portal, including a list of services: Pay your utility bill, Review past bills, Compare usage history, Link all of your accounts to one login, and Request eBills. A 'LOGIN JUPITER UTILITIES PORTAL' button is prominently displayed at the bottom of the page.

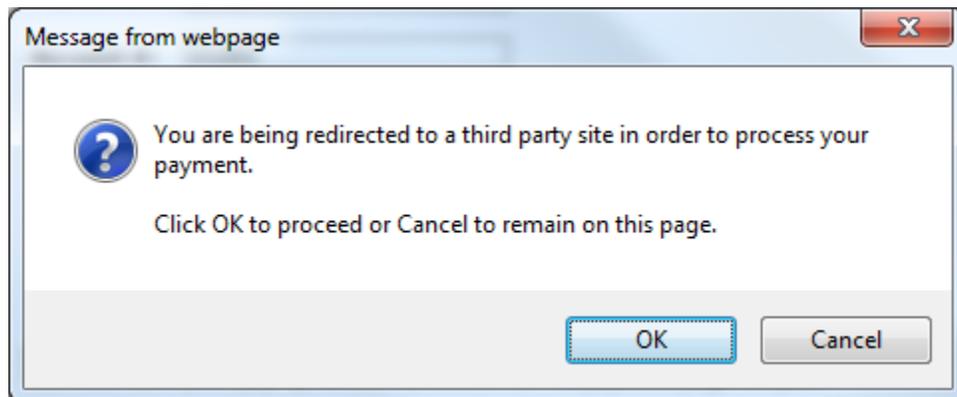
3. Enter your **Customer #** (this is a 7-digit number) and **Account #** (this is a 6-digit number) and select **GO**.

Please note:

- Your customer and account number are located in the upper right corner of your bill. If you do not know your customer / account #, please contact our office at (561)-741-2300, option 2.
- You must have your pop-up blocker turned off in order to make an online payment.



4. After hitting **GO**, the following message should pop up. Select **OK**.



***If nothing happens after your hit "OK," your pop-up blocker is on. You will need to turn off your pop-up blocker before you can continue.**

5. Enter your **Email Address** and select **Continue**

TOWN OF JUPITER | One Time Payment | Account Information

Enter Account Information

Payment Type
Utility Bill

Please enter your account information, including leading zeroes.

Customer Number-Account Number
0067739-023972

Email 
Enter email address

Re-Enter email
Re-enter email address

Continue

Welcome to Town of Jupiter

Payments made prior to 8:00pm EST will be posted to your account next business day. For each payment, you will receive a confirmation number and email for your records.

Enter an email address for your payment confirmation.

6. Please choose your payment method and select **Continue**.

TOWN OF JUPITER | One Time Payment | Payment Information

Enter Payment Information

First Name: First Name | Middle Name: | Last Name: Last Name | ZIP Code: ##### | Due Date: Nov 30, 2017 | Pay this Amount \$: Enter payment amount

Payment Method

- VISA, MasterCard, American Express | Credit Card
- VISA DEBIT, Debit MasterCard | Debit Card
- echeck | eCheck / Bank Account

< Back | Continue | Cancel

Current Bill

Name: **This information will auto-populate from our system.**

Customer #-Account #

Service Address

Due Date: Nov 30, 2017

Total Amount Due: \$0.00

Select your payment method and click **Continue**.

Paymentus

7. Enter your payment information and select **Continue**.

Credit or Debit cards will look like this...

Payment Method

VISA MasterCard AMERICAN EXPRESS Credit Card

Card Number CVV [?]

Expiration Date

MM YYYY

Card Holder Name

When paying with a bank account or eCheck, the screen will look like this...

echeck eCheck / Bank Account

Where can I find the below information?

Checking Savings

Routing Number

Re-Enter Routing Number

Account Number

Re-Enter Account Number

Bank Name

Account Holder Name

[View Authorization Agreement for direct debit payment \(ACH Debit\).](#)

I authorize ACH direct debit payment (ACH Debit).

8. You will receive a payment confirmation email to the email address that you provided.

If you have any questions regarding online payment, please contact our customer service office at (561) 741-2300, option 2. One of our representatives will be happy to assist you.

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