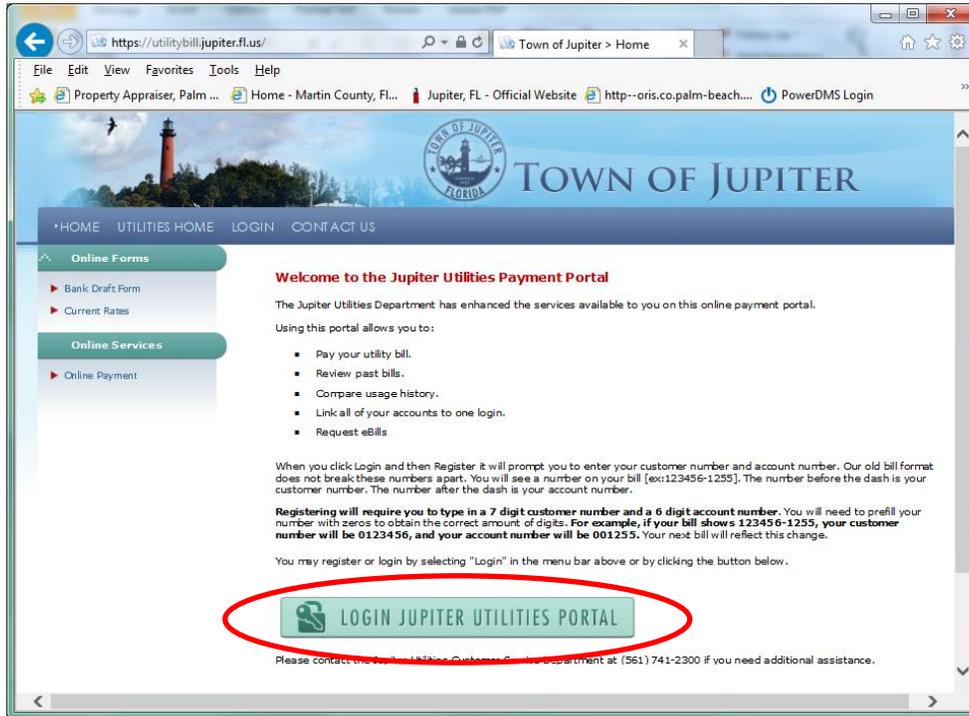


Payment Instructions – Multiple Payments

Town of Jupiter Utilities



1. Open your internet browser and go to: <https://utilitybill.jupiter.fl.us/>
2. If you wish to pay through your registered Town of Jupiter Utilities account, click on **Login Jupiter Utilities Portal**.



3. Enter your **Username** and **Password**. Select **Login**.

Please note:

- If you have not registered for an online Town of Jupiter Utilities account, you will need to do so before you can utilize this payment option.
- You can create an account by selecting **Register** at the bottom of the screen.
- If you are have forgotten your username or password, please select **Forgot Username?** or **Retrieve Password**.

4. In the left-hand column, under **Online Services**, select **Payment for Multi-Accounts**.

Navigation: HOME UTILITIES HOME CSR FUNCTIONS CONTACT US

Main Menu:
List Accounts
eBill Registration Update
Change Profile

Account Options:
Billing History
Service Orders
Meter Reading History
Usage History
Service Information
Transaction History
PAP/ACH
Deposit

Online Services:
Make a Payment
Payment for Multi-Accounts
Report a Problem
Auto Pay
Moving?

Billing History [Select a Year: 2018] No data to display.

5. All active accounts linked to your customer # will be visible; please click **GO**.

Customer/Account #: [REDACTED]
17414 DICKINSON DR IRRIG
JUPITER FL 33477
Balance : \$:00
Due Date : 10/28/2019
Account Status : Active

TOWN OF JUPITER

Navigation: HOME UTILITIES HOME LOGIN SYSTEM SETUP CSR FUNCTIONS ADMIN CONTACT US

Main Menu:
List Accounts
eBill Registration Update
Change Profile

Account Options:
Billing History
Service Orders
Meter Reading History
Usage History
Service Information
Transaction History
PAP/ACH
Deposit

Account #	Name	Service Address
0281	JONATHANS LANDING POA INC	17014 BAY ST SE END
0283	JONATHANS LANDING POA INC	17414 DICKINSON DR IRRIG
0284	JONATHANS LANDING POA INC	17290 JONATHAN DR
0285	JONATHANS LANDING POA INC	3860 N LONGVIEW DR
0296	JONATHANS LANDING POA INC	1111 S ALTERNATE A1A GDHS 3
0297	JONATHANS LANDING POA INC	3413 BARROW ISLAND RD IRRIG
0297	JONATHANS LANDING POA INC	3960 BARROW ISLAND RD IRRIG
0300	JONATHANS LANDING POA INC	3401 CASSEEKEY ISLAND RD REC S

Go

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

Message from webpage

You are being redirected to a third party site in order to process your payment.

Click OK to proceed or Cancel to remain on this page.

OK Cancel

***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.**

7. Select the check boxes for all accounts that you would like to pay, click **Continue**.

Pay My Bill

Select an Account

- Utility Bill # 0020225-028166, 17014 BAY ST SE END
- Utility Bill # 0020225-028366, 17414 DICKINSON DR IRRIG
- Utility Bill # 0020225-028466, 17290 JONATHAN DR
- Utility Bill # 0020225-028546, 3860 N LONGVIEW DR
- Utility Bill # 0020225-029666, 1111 S ALTERNATE A1A GDHS 3
- Utility Bill # 0020225-029766, 3413 BARROW ISLAND RD IRRIG
- Utility Bill # 0020225-029766, 3960 BARROW ISLAND RD IRRIG
- Utility Bill # 0020225-030066, 3401 CASSEEKEY ISLAND RD REC S

 Add new

Continue

8. Enter the desired payment amount for each account that you would like to pay, click **Add New** to add your payment information.

Pay My Bill > Utility Bill # 0020225-028166

Payment Details

Payment Components

Description	Payment Type	Amount Due	Date Due	Payment Amount
0020225-028166	Utility Bill	\$0.00	Oct 28, 2019	<input type="text" value="0.00"/>
0020225-028366	Utility Bill	\$0.00	Oct 28, 2019	<input type="text" value="0.00"/>
0020225-028466	Utility Bill	\$0.00	Oct 28, 2019	<input type="text" value="0.00"/>

Add a Payment Method

 Add new

Back **Continue**

Bill Summary

Accounts

- 0020225-028166
- 0020225-028366
- 0020225-028466

9. Enter your payment information and then select **Add**.

The first screenshot shows the 'Add Payment Method' form with 'Credit' selected. The 'Add' button is highlighted with a green box. The second screenshot shows the 'Add Payment Method' form with 'E-Check' selected. The 'Add' button is highlighted with a green box. The 'E-Check' section includes fields for Routing Number, Account Number, Check OR, Re-Enter Routing Number, Re-Enter Account Number, Bank Name, and Name on Account. There is also a checkbox for authorizing ACH direct debit payment.

10. The system will bring you back to the main screen. Click **Continue**.

Pay My Bill > Utility Bill # 0020225-028166

Payment Details				
Payment Components				
Description	Payment Type	Amount Due	Date Due	Payment Amount
0020225-028166	Utility Bill	\$0.00	Oct 28, 2019	0.00
0020225-028166	Utility Bill	\$0.00	Oct 28, 2019	0.00
0020225-028166	Utility Bill	\$0.00	Oct 28, 2019	0.00

Add a Payment Method

Add new

Back **Continue**

Bill Summary	
Accounts	0020225-028166
	0020225-028166
	0020225-028166

11. Review your payment method and amount and then click **Pay**.

Review and Confirm

Payment Method  *****4862

Payment Amount **\$5.00**

Click the PAY button to complete your payment.

[Back](#) [Pay \\$5.00](#)

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.

210 Military Trail • Jupiter, Florida 33458 • www.jupiter.fl.us
Phone (561) 741-2300 • Fax (561) 741-2539