

City of Vacaville Electronic Bill Pay Enrollment

- Go to <https://www.onlinebiller.com/vacaville>
- Click on the “Sign Me Up” button.
- Enter your account number and service address. Read the terms of service and click on the check box to except the terms of service. Click on the “I Agree” button.
- Enter your email address and click the “Continue” button.
- Choose paper statements or paperless billing. Select an electronic bill delivery option. Enter a username and password, and click on the “Continue” button.
- Go to your email inbox and open the City of Vacaville “**City of Vacaville E-Billing Program - Enrollment Almost Complete**” email. Click on the “Complete Enrollment” link in the body of the email.
- This completes your enrollment in e-Billing.

Onetime Payment

- Login using the user name and password you created
- Click Make a Payment, select link to pay current balance

- Enter Checking or Credit Card information (aka payment profile)
- Follow prompts to schedule a payment

Enroll in Autpay

- Login using the user name and password you created
- Click “Set Up Autopay”
- Click “Activate” on the payment method you are using for autopay (if no payment method exists, you will be prompted to enter one)
- You will be sent an email to activate your autopay enrollment. Follow the instructions in the email to complete the autopay enrollment.
- Please be advised that autopay will take effect as of your next billing. Any unpaid balance at the time of activation will not be paid by autopay. You may schedule a onetime payment for this balance.