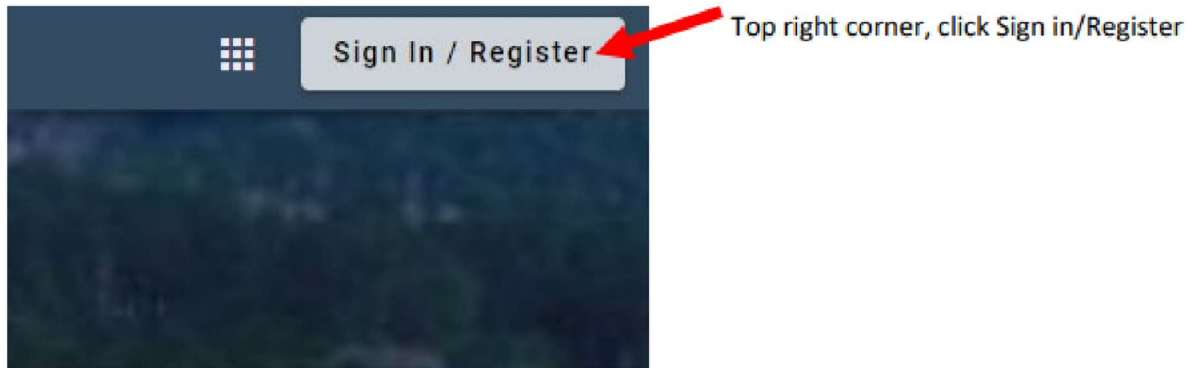# City of Stephenville – First Time User Guide

Step 1: Go to municipalonlinepayments.com/stephenvilletx
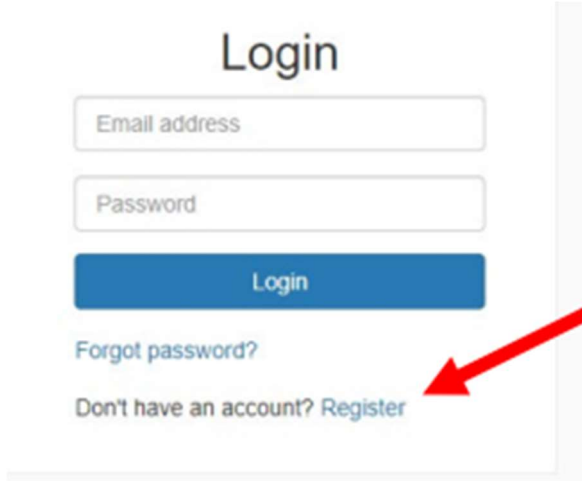**Step 2:** Click Payments at the top of the screen
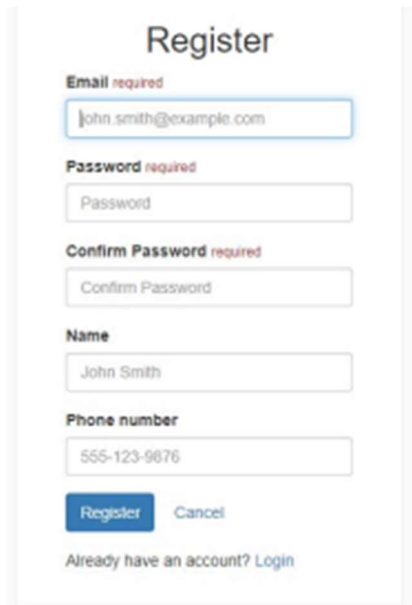**Step 3:** Click Sign In / Register
Top right corner, click Sign in/Register

Step 4: Click Register – Do not login unless you have already registered

Step 5: You must have an email address to Register. Complete the Registration.

Register

Email required

john.smith@example.com

Password required
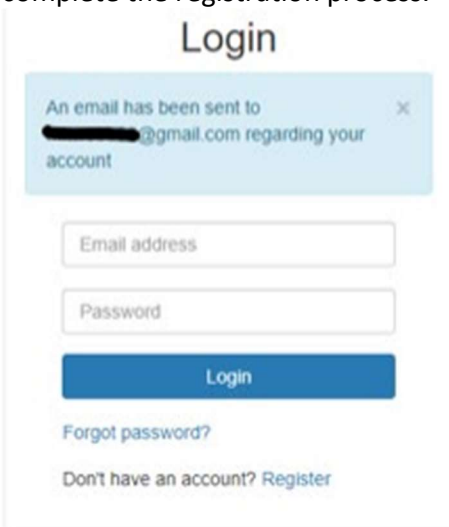
Password

Confirm Password required

Confirm Password

Name

John Smith

Phone number

555-123-9876

Register   Cancel

Already have an account? Login

Step 6: If registration is completed correctly, you should see this screen. Go to your email account to complete the registration process.

Login

An email has been sent to ████████@gmail.com regarding your account ✕

Email address

Password

Login

Forgot password?

Don't have an account? Register

Step 7: The below email should have come through to your personal email address that you used to register. Click Activate Account.
Note: this email will expire within 24 hours. If you do not click Activate Account within 24 hours of registering, you will have to begin the registration process over again.

New Account Registration

Welcome to Municipal Online Services! You're receiving this email because you registered an account online. If you did not request this account, please disregard this email.

To activate your account please click the button below:

Activate Account

1/23/2023 2:40:42 PM

Note: Activation link expires in 24 hours, please log in again to receive a new activation email.

Step 8: You should see the below screen if you activated your account correctly. Login with your email and password that you used during the registration process.

Login

Your account has been activated. You may now login.   ×

Email address

Password

Login

Step 9: Once you login, click on Utility Billing

Step 10: Click Add Account

Step 11: Enter the account number and last payment account, then click Add Account. You will find your account number and last payment amount on your previous billing statement. If your account is new, then your last payment amount is $20.00.

Step 12: Your account has been created! From here you can pay your bill, enroll in auto pay, or schedule a payment.