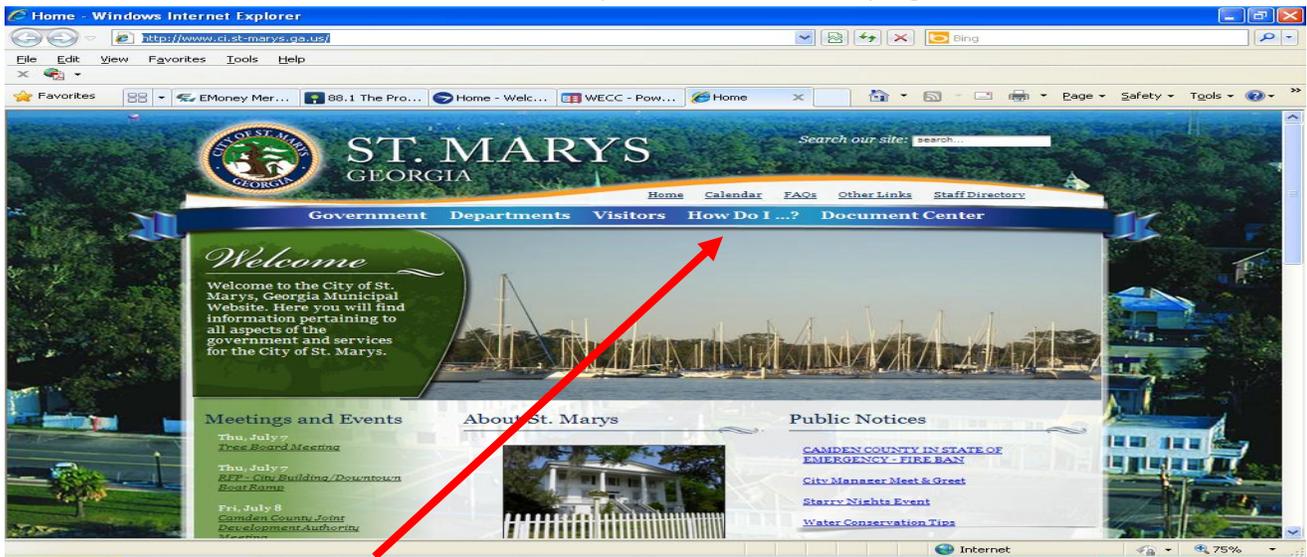


CITY OF ST MARYS WATER DEPARTMENT

Creating an online account, to make payments on your utility account, is simple.

- 1) Go to the City of St. Marys Website: <http://www.ci.st-marys.ga.us/>

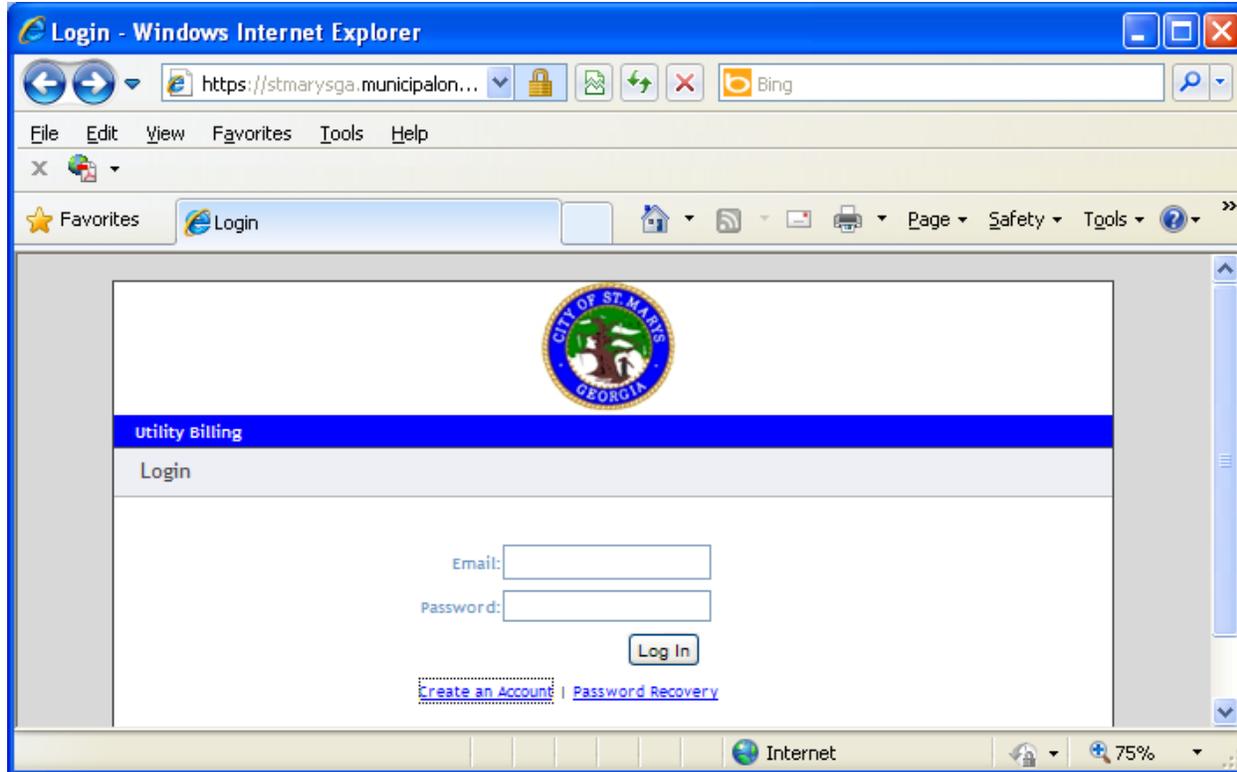


- 2) a. Click the “HOW DO I” tab on the top of the page which will take you to: http://www.ci.st-marys.ga.us/how_do_i/index/index.php
b. Underneath “pay my” section, select WATER BILL

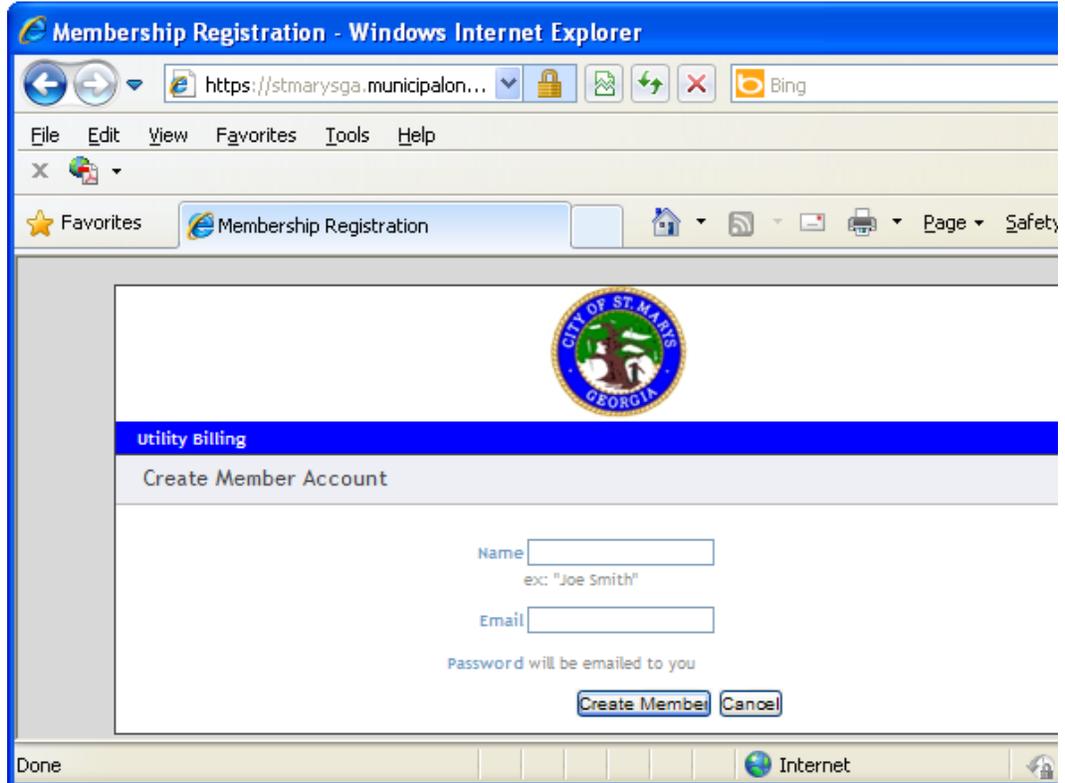


- c.
d. Click on [UTILITY BILLING](#) (View and pay [Utility Billing](#) accounts online.)
e. [Create an Account](#)

CITY OF ST MARYS WATER DEPARTMENT



f.



g.

Name should match the name on the utility account

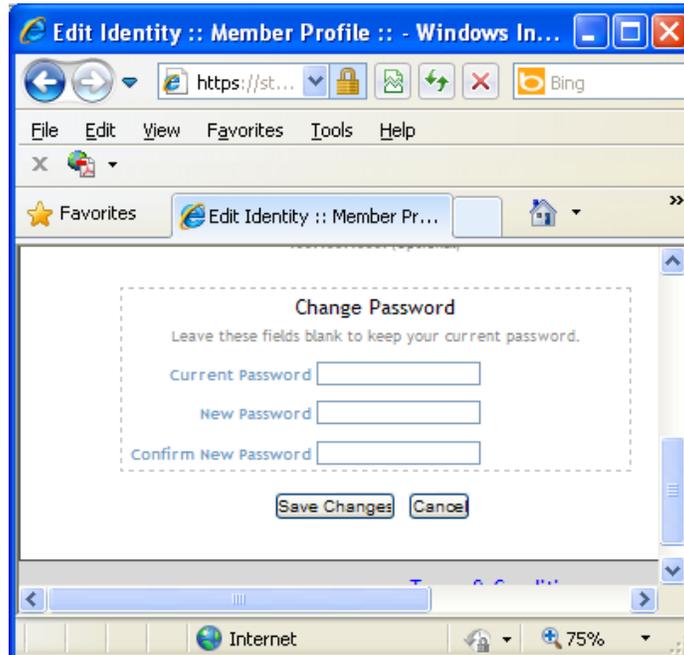
- h. Your password will be emailed to you.
- i. Once you have received your password, login to the site.
- j. After you have logged in, you may go to the “Member Profile” in the upper right corner and change your password to one that you will remember.

i. [Member Profile](#) | [Logout](#)



ii.

iii. **Edit**



iv.

CITY OF ST MARYS WATER DEPARTMENT

- v. You then will “Add an Account” to your login. (You may add more than one account number, if you have multiple utility accounts.)
- k. You will need the following:
 - i. Your account number
(Add Account (Account Number) *INCLUDE ALL DASHES (exp. 12-34567-90))
 - ii. The last payment amount made on your account
(Last Payment Amount *REQUIRED (exp. 50.00))
 - iii. Click “Submit”
 - iv. Further prompts will be given to guide you in each step of making your payment.

Should you have any problems or questions, call (912) 510-4000 and a Customer Service Representative will be happy to assist you.