Utility Billing Customer Self Service
Instructions to Set Up Bank Draft Auto Pay

The City has transitioned to a new online utility billing system. Here are detailed instructions to help you set up recurring payments by bank draft. Go to www.Altamonte.org, click the ePayments button and then Utility Billing to begin.

STEP 1: Log In
At the Login screen, enter your username and password.

STEP 2: Set Up
From the Account Summary page, click Signup for Automatic Payments at the top or Automatic Payments on the left.
**STEP 2: Enter Bank Information**
Enter your bank account information and click Continue to go to the Review screen.

![Utility Billing Automatic Payments](image)

Review your information carefully. If correct, click Submit. Click Modify to make changes.

![Review your information carefully. If correct, click Submit. Click Modify to make changes.](image)

Clicking Submit takes you to your confirmation screen. To log out, click the customer name icon in the upper-right hand corner and then Log Out.

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