

City of Decatur – Automatic Payment Portal Sign-Up

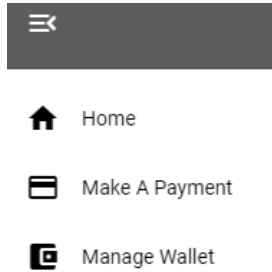
Follow this step-by-step guide for assistance in [setting up your online account](#)

1. Once on the City of Decatur Automatic Payment Portal website at:
<https://payments.1tech.net/city-of-decatur>
2. Click on the “Create an Account” button
3. Enter an email address and your chosen password
 - a. Password must be at least 8 characters long
 - b. Password must contain 3 of the following:
 - i. Lower case letters (a-z)
 - ii. Upper case letter (A-Z)
 - iii. Numbers (0-9)
 - iv. Special characters (ie: !@#\$\$%^&*)
4. Click “Continue”
 - a. You will receive a confirmation email – open and click “Confirm my Account” to activate your account
5. Once your email has been activated, proceed with account creation:
 - a. First name
 - b. Last name
 - c. Address
 - d. Country
 - e. City
 - f. State
 - g. Zip Code
 - h. Customer Number (located on your City of Decatur Water Bill)
 - i. Phone Number
 - j. Two Factor Authentication – on or off
 - i. Can be set up using an Authenticator App, SMS Text Message or Voice Call
 - k. Agree to Terms & Conditions
6. Click “Next”
7. If you have confirmed your email (step 4a), you will be redirected to the log in page
8. Click “Log In” and enter your credentials

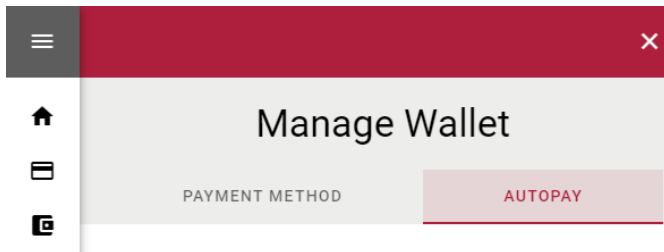
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Follow this step-by-step guide for assistance in [setting up your monthly automatic payment](#)

1. From your homepage, navigate to the toolbar on the left of your screen



2. Select “Manage Wallet”
3. Click “Add Payment Method” to add a new checking/savings account
 - a. Enter bank details
 - i. Checking/Savings
 - ii. Name of Bank
 - iii. Routing Number
 - iv. Account Number
 - b. Click “Save”
4. Under “Manage Wallet” again, click the “AUTOPAY” tab



- a. Amount to be Paid
 - i. You can choose to pay only the amount due or specify a custom monthly amount to pay
 - b. Date to be Paid
 - i. You can choose to pay on the due date or a specific date of the month
- NOTE: Payments scheduled after your monthly due date will result in a 5% penalty added to the total bill*
5. Choose a Payment Method
 - a. Choose the account you set up in step 3 above
 6. Click “Save”