SIGN UP FOR AUTOPAY &
GO PAPERLESS

Set up your AutoPay and receive your bills via email

After registration, you can view or pay your bill online, receive email reminders when a payment is due and receive a confirmation after making a payment.

HOW TO
SET UP AUTOPAY

1

Login to your Utility Billing Self Service account. If you have not registered, you can do so at: *www.roseville.ca.us/billpay*

2

Go to "Account" and Select "Setup AutoPay" from the menu bar.

3

Click the blue link to **Add a new Payment Method.**

4

Manage your Payment Methods by adding a new Credit Card or a new Bank.

5

Make sure you save your information before moving on to the next step. This will be the method of payment for all future AutoPay Transactions.

6

Your new payment method will now appear in your saved payment methods. Follow the link to set up autopay.

7

Use the drop down menus to select the account and payment method for your autopay. If you have multiple accounts, you must initiate AutoPay on each one individually. **Click Save this AutoPay Setup.**

8

Your AutoPay setup is now complete. Your next statement will draft from your AutoPay account if the AutoPay registration has been completed 24 hours before your payment is due.

CITY OF
ROSEVILLE
CALIFORNIA

Contact the call center with any comments or questions: (916) 774-5300