

On the left go to Online Payment Services

It will bring you to a log in page



Security Code located on your invoice

[Go Back](#)

Security Code
The Security Code is case sensitive and must be entered exactly as it appears on your invoice.

Email Address
Please provide a valid email address. We will send a verification email to your email account.

Confirm Email
Re-enter your email address for confirmation.

[Send Verification Email](#)

1. Enter your Security Code from your invoice/utility bill exactly as it appears. Once the security code is entered, you'll need to enter in an email address that can be tied to your online account. This will aid you in retrieving forgotten usernames and resetting passwords for your account(s).
2. Once you have entered and confirmed your email address, click "Send Verification Email" to proceed to the next step.
3. Access your email account and click the link to verify your email address and continue setting up your account with a username and password.

Username

[Check availability](#)

Username must be between 6 and 30 characters long (letters or numbers), and contain no spaces. The only special characters allowed are (. @ _ -), and the username must begin with a letter or number.

Password Password Strength

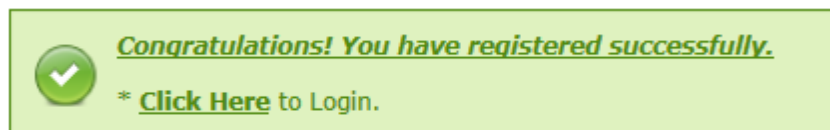
Capitalization matters. Use 6 to 24 characters, include at least 1 number and 1 letter, and no spaces.

Confirm Password

[Signup](#)

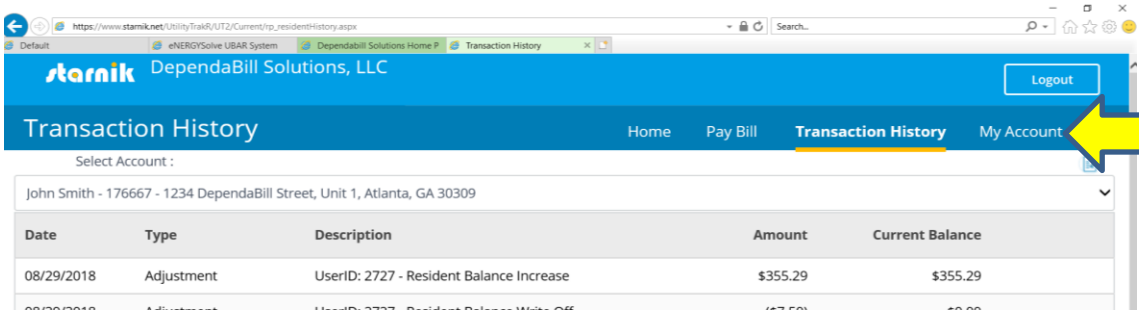
- **Username:** Choose a username for your online account. This username must be between 6 and 30 characters long and begin with a letter or number. Special characters allowed are (. @ _ -). Spaces are not an allowed character. It is recommended that a username is your email address to make it easier to remember.
- **Check Availability:** This button will check the availability of the username entered. If the username entered is available, you will be able to proceed with registration; however, if the username is already in use, please choose another username.
- **Password Strength:** This object will display the strength of your password. It is for your benefit that this password strength reaches: Strong Password.
- **Password:** Choose a password to be associated with your account. Capitalization does matter! This password must be between 6 and 24 characters long and must include at least one letter and one number. Spaces are not accepted.
- **Confirm Password:** Please re-type your password. This will confirm that there were no typos while entering the original password.

Once you have filled in all of the fields, click Submit. You should receive this message:



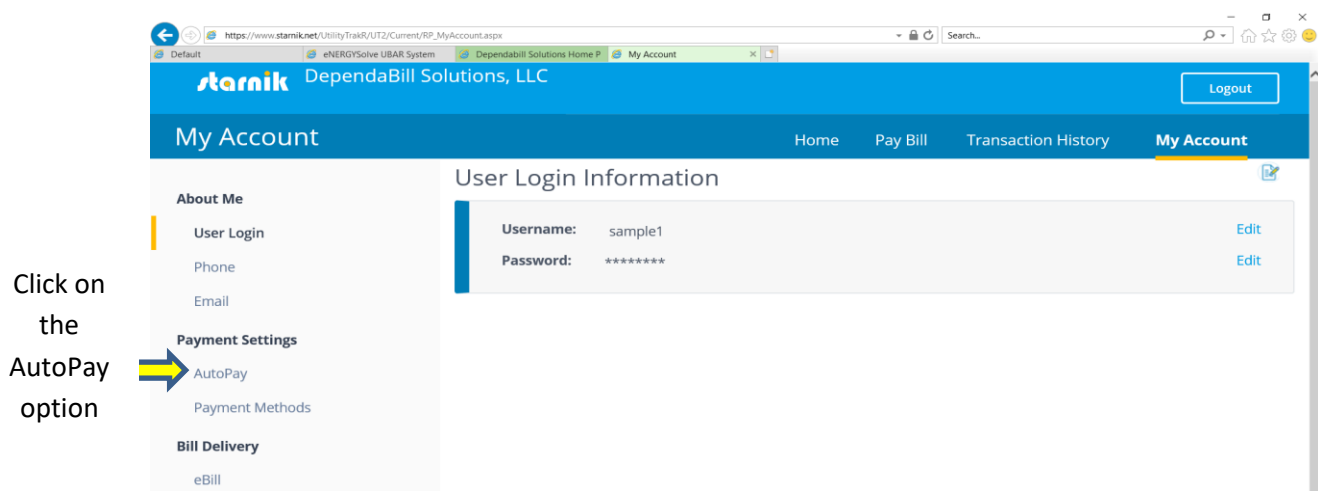
Auto Pay Set Up

- Once you have logged into the account choose “My Account” at the top right.



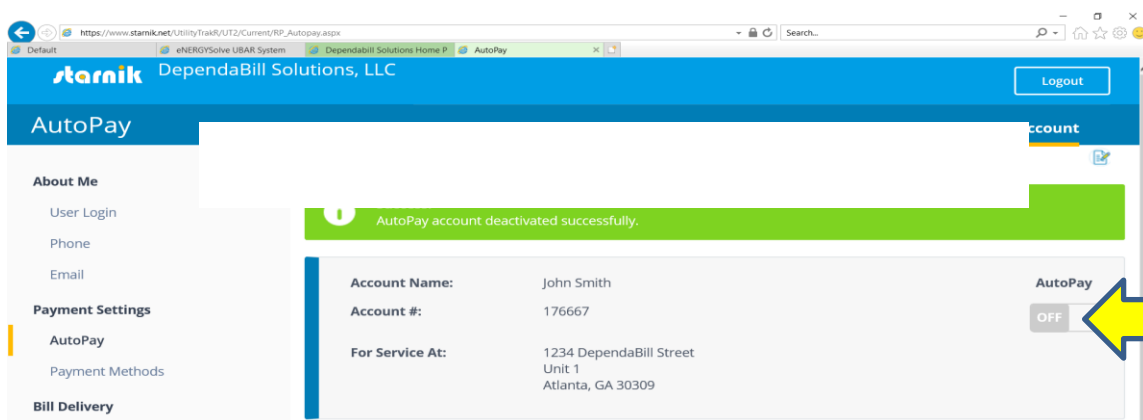
Choose MY Account to set up AutoPay

- Then choose AutoPay from the list on the left.



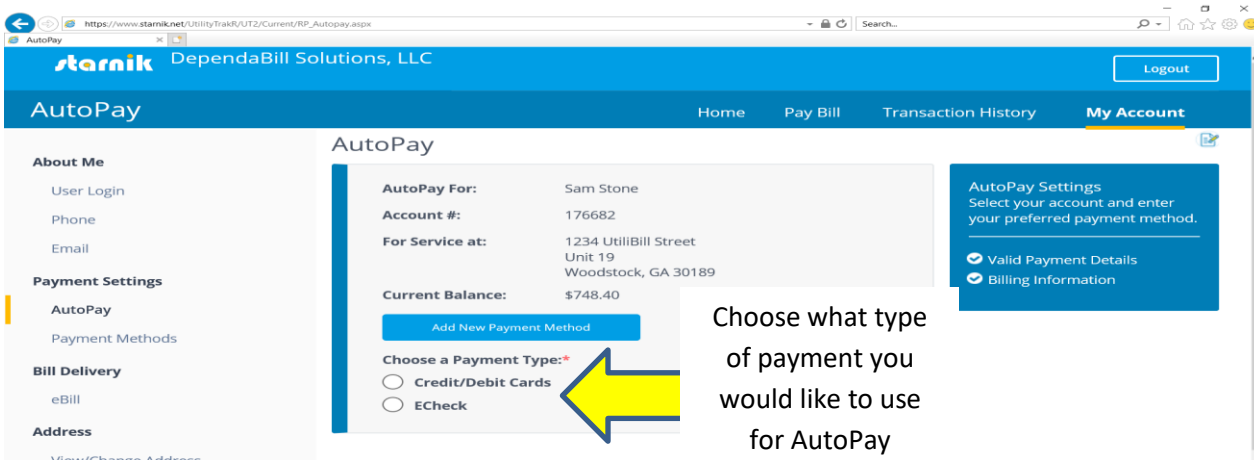
Click on the AutoPay option

- On the right-hand side click the off option to turn it on

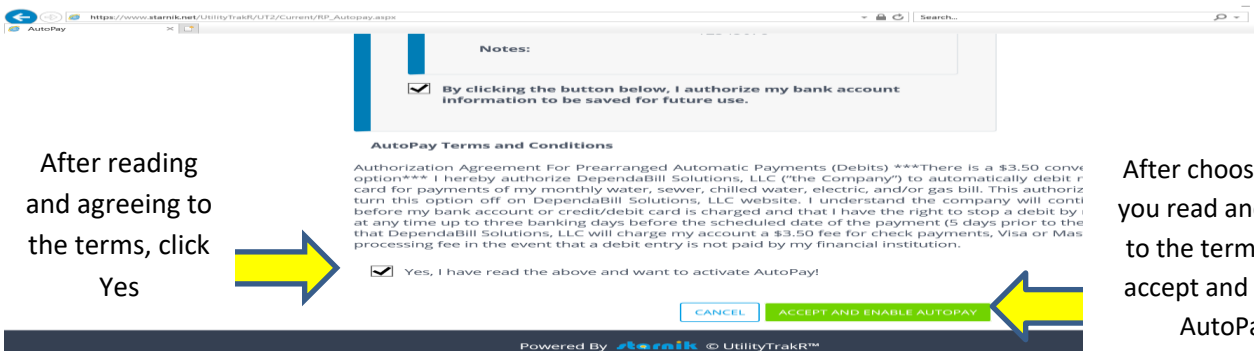


Click here to turn AutoPay option On

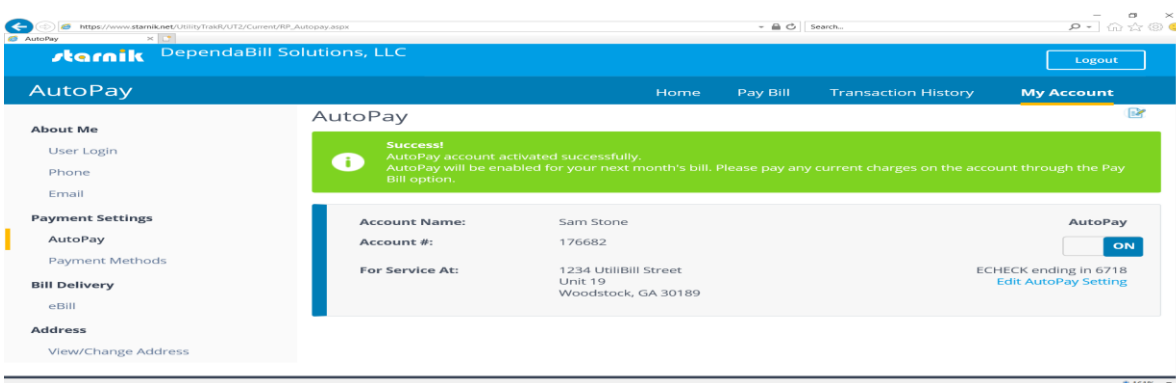
- This will ask you what payment type you would like to set up. Choose either Credit/Debit or ECheck



- After choosing the type of payment method you would like to use, you will enter all your information in and click continue.
- This will bring you to the next page, and will ask you to review the information you just entered.
- Scroll down to the bottom to read and agree to the terms. Once you agree to the terms, click the yes box, and accept and enable AutoPay.



- This will then take you to the confirmation page that has a green section at the top with Success!



Contact Dependabill Solutions with any questions.
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