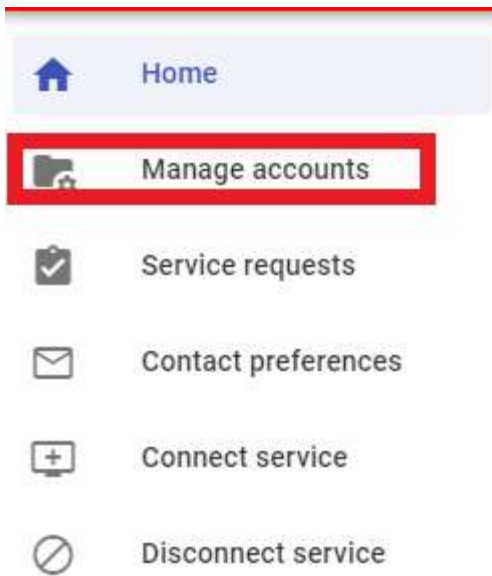


City of Stephenville – Add Additional Utility Accounts

1. Visit: MunicipalOnlinePayments.com/stephenvilletx.
2. In the top right-hand corner of the page, please select the “Sign In / Register” button to log in:



3. Once Logged in, on the left-hand side of your account homepage, you will see a sidebar with various selections. To add another utility account to your online portal, please select “Manage Accounts” in the sidebar.



4. On the “Manage Accounts” page you will see a list of all your utility accounts currently linked to your online portal. To add another existing utility account to your online profile, please select the “+ Add Account” button.


Manage accounts

Accounts **+ Add account**

Address 5116 NASH DR.	Last payment (\$204.47)	Balance \$344.70
Address 4529 N HORSESHOE TR.	Last payment (\$44.07)	Balance \$59.99

5. From here you find your existing utility account to link with your online portal. Please enter the account number for the utility account you wish to add, and the last payment amount made on that account.

Add account



Let's find your account

* Account Number

Please include all dashes. For example: 01-0101-01. If your account is new please enter 0.00 for the amount

* Last Payment Amount

6. Once your account is found, you will receive an banner message towards the top of your page, confirming your account was successfully added to your portal, and you can now manage your account via your online membership.

