Resident Instructions for setting up a Recurring Electronic Payment using a Credit or Debit Card

1. Access the Village website at www.hainesville.org and select ONLINE PAYMENTS.

2. Scroll down to the "To pay your Village UTILITY BILL" and click on the "CLICK HERE".

3. Use one of the account search parameters shown to find your account and then select search.

4. Once the account is found, enter the Account PIN # and hit submit. The Account PIN # is found on your utility bill or you may call our office at 847-223-2032.

5. Under Recurring Payments select "Sign up for Recurring Utility Bill Payments".

6. Complete the registration form and select REGISTER.

7. You will receive an Activation Link to the email address you registered with. Please click the link in that email to complete account activation and log back in.

8. On the account Dashboard click on the RECURRING PAYMENTS toggle button.

9. On the Recurring Payments screen:

   a. Click on "Add New Payment Method" link, select Credit/Debit. Enter in all required fields then click SAVE

   b. Choose when the recurring payments should start. Keep in mind bills are due on the 10th.

   c. Use the drop-down arrow to choose how often you would like the recurring payments to be processed.

   d. Under "I'd like my payments to repeat on" should be filled in with your date choice from above. If you chose "on the due date" in the prior step, this option is not shown.

   e. Click the "I agree to the Terms and Conditions" then click Save Recurring Payments button.

10. Please retain your registration information for your use to modify your account for recurring payments.

    Should you have any questions please contact us at 847-223-2032