



How to setup Automatic payments for Utility Billing

1. Go to Riverwoods.gov, <https://www.riverwoods.gov>
2. Click on Pay bills and citations
3. Enter account number under the “Getting started” section more than halfway down the page (account number is located on your utility bill)
4. Enter pin number (located on your utility bill as well)
5. Click on make payment
6. Click on register account
7. Register with first name, last name, email address and then setup a password
8. Click the radio button Recurring Payments to turn on automatic payments
9. After clicking on recurring payments you will see an “SMS” radio button that you can click on if you want to receive text messages when your payment is going to be taken out.
10. Add new payment method
11. Click “I agree to the terms and conditions”
12. Save recurring payments
13. Payments will be processed on the due date

PLEASE NOTE: When the automatic payments go through you will be charged the full amount due from your account. If you have a previous balance you will charged for that as well.