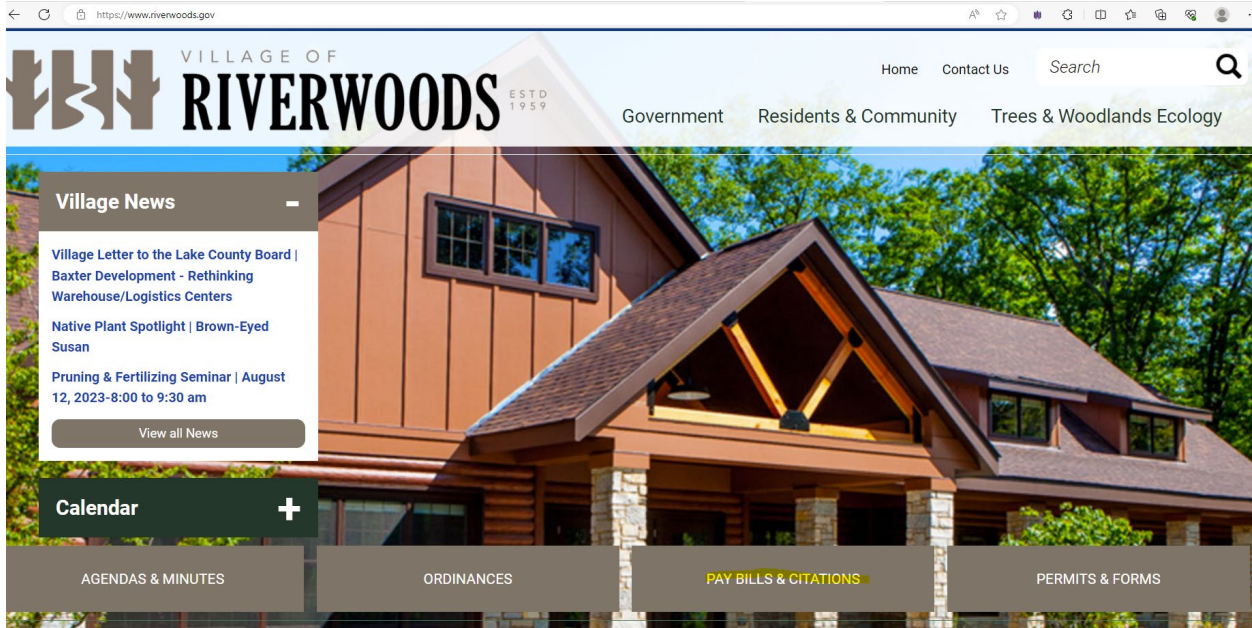
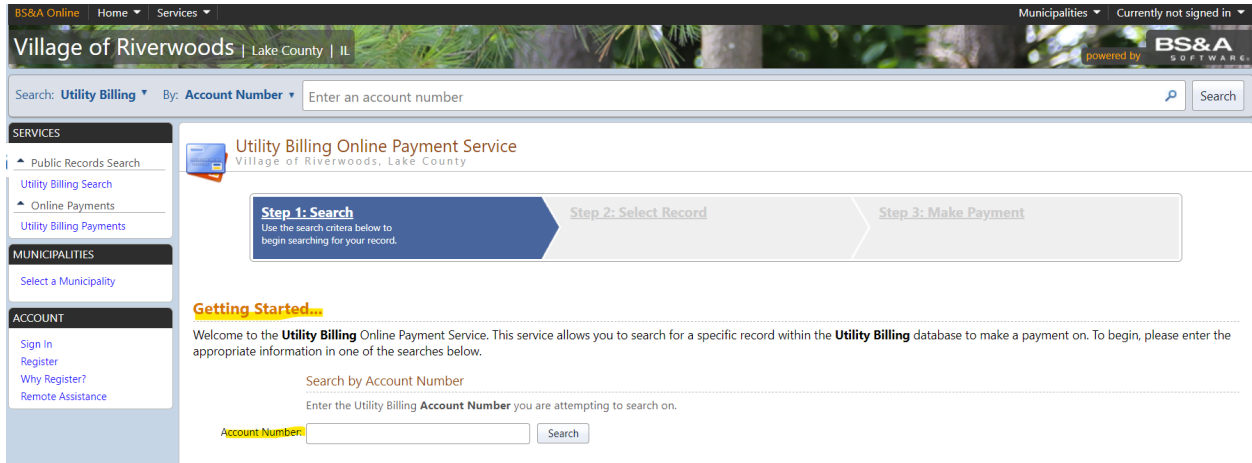


## How to setup Automatic payments for Utility Billing

1. Go to Riverwoods.gov, <https://www.riverwoods.gov>
2. Click 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)

Village of Riverwoods | Lake County | IL powered by **BS&A** SOFTWARE

Search: **Utility Billing** By: **Account Number** Enter an account number

**SERVICES**

- Public Records Search
- Utility Billing Search
- Online Payments
- Utility Billing Payments

**MUNICIPALITIES**

Select a Municipality

**ACCOUNT**

- Sign In
- Register
- Why Register?
- Remote Assistance

**Utility Billing Online Payment Service**  
Village of Riverwoods, Lake County

**Step 1: Search** [Click here to return to this step](#) **Step 2: Select Record** [Click here to return to this step](#) **Step 3: Make Payment** [Verify your selected record and enter your payment amount.](#)

Account: 06-071-01

**Name & Address Information**

Not Available  
Not Available

**Additional Record Information**

By clicking the link below you can view additional information for Account 06-071-01.

[View Additional Account Information](#)

**Account PIN Required to Proceed**

Please enter your unique PIN for this account to proceed with making an online payment.

**Account PIN:**

## 5. Click on make payment

Account:

**Name & Address Information**

**Additional Record Information**

By clicking the link below you can view additional information for Account 08-274-01.

[View Additional Account Information](#)

**Pay Utility Bill**

Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
SEWER	\$0.00
	<b>\$0.00</b>

Amount Paying:

Clear

Text Recognition

Some pages may contain unrecognized text. You can run text recognition to make text searchable or editable.

Don't show again

## 6. Click on register account

**CART**      **PAYMENT**      **REVIEW**      **CONFIRMATION**

Please review your cart

**August 2023 Utility Billing** **\$1.00**

**NAME**

**ADDRESS**

**Amount Due (\$0.00)** x REMOVE

**Order Summary**


Reference  **\$1.00**

August 2023 Utility Billing

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**ESTIMATED TOTAL** **\$1.00**

## 7. Register with first name, last name, email address and then setup a password



### Register

Already registered with Village of Riverwoods, IL?

FIRST NAME

LAST NAME (OR COMPANY NAME)\*

EMAIL ADDRESS\*

PASSWORD\*

PASSWORD CONFIRMATION\*

I Accept The Terms Of Use And Privacy Policy

- ✓ **Manage everything in one place**  
Registering for BillPay enables tracking of all your eligible taxes, properties, accounts, and other obligations on a central dashboard
- ✓ **Enjoy expanded features**  
Text notifications, payments history, automatic payments and many other tools for managing your obligations are available by registering
- ✓ **Secure your information**  
We will save your information securely so that you can check out quickly and efficiently any time you use this site
- ✓ **Stay in the loop**  
By registering for BillPay, information about your bills, payments, and important communications will come to you instantly by email or text message

## 8. Click the radio button Recurring Payments to turn on automatic payments

PLEASE SELECT AN ACCOUNT TO LOAD.

Reference

August 2023 Utility Billing

\$172.80

8/1/2023

[View Payment Options](#)

**RECURRING PAYMENTS**  Off

BALANCE **\$172.80**

[Checkout](#)

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

The screenshot shows a web interface for setting up recurring payments. On the left is a sidebar with the Village of Riverwoods logo and navigation links: DASHBOARD, HISTORY, SEARCH, and ACCOUNT SETTINGS. The main content area is titled "Recurring Payments" and includes the following sections:

- TOTAL PAYMENT AMOUNT**: "Pay the Amount Due"
- PAYMENT METHOD**: "Add New Payment Method" (with a plus icon)
- Text: "My payment will be processed on the due date."
- Checkbox: "I Agree To The Terms & Conditions" (unchecked)
- Buttons: "Save Recurring Payments" (dark blue) and "Cancel" (light blue)

At the bottom left of the sidebar, contact information is provided: Village of Riverwoods, IL, (847) 945-3990, support@pointandpay.com.

**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 be charged for that as well.**