

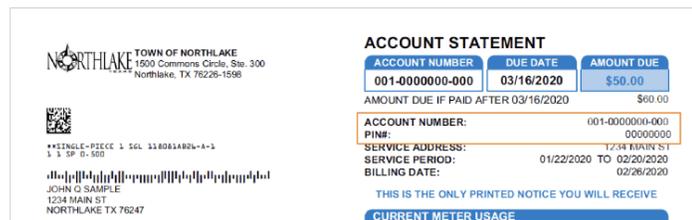
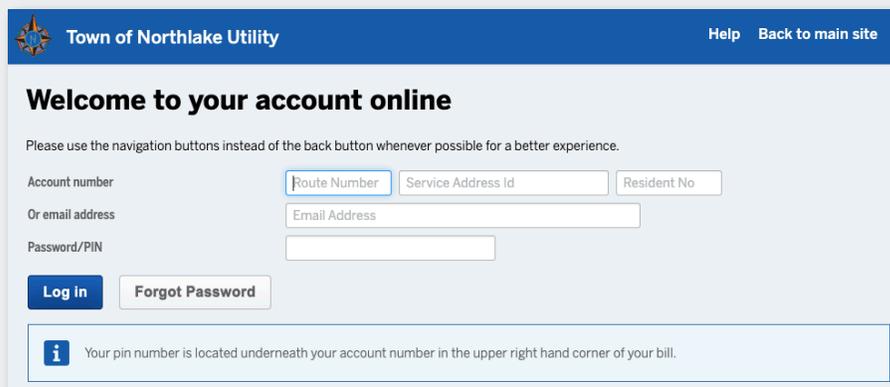
AUTOMATIC PAYMENTS

Setting up autopay is a great way to avoid penalties and to ensure that your utility payments are made on time! To make the process convenient for utility customers, the Town of Northlake does not charge any fees for making payments online. However, customers are responsible for making sure that their payment information for autopay is kept up to date.

Follow the steps below to setup automatic payments for your utility bill with the Town



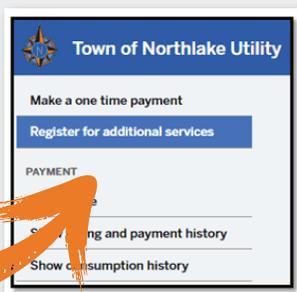
Scan the code or visit:
<https://northlaketx.pay.opengov.com/>



Log into your account using your account number and PIN number. This can be found on your utility bill or by contacting the Utility Billing department.

Your Account Number:

000	00000000	000
Route Number	Service Address ID	Resident No



Next, set your new password by following the steps below:

On the left-hand side of the home page, select Register for Additional Services. Fill in all of the required information, including setting up a password, security questions and answers, email address, etc. Once you have filled out and submitted the required information, log out of the account. Log back in using your Account Number and newly created password. Note that your pin number will no longer be valid.

Once logged in, select either Set Up/Change Credit Card Draft or Set Up/Change Bank Draft. Fill in the required information to set up either a credit card or bank (checking/savings account) automatic payment.



If you need further assistance, please contact Northlake Utility Billing at utilitybilling@town.northlake.tx.us or (940) 648-3290.

