

E-Bill Statement Sign Up Procedure

- Log onto City of Annandale Web Page www.annandale.mn.us
- Click on the tab labeled “[Online Utility Payments](#)” which can be found at the top of the home page or click on the link located in the lower right corner
- Click on “To make a payment online, please [click here](#)”
- The next screen to appear will include “**If you are a new customer please**” to the right of this is the Register button. Click on the Register button.

PSN
Payment Service Network, Inc.

Indicates required field.

If you are a registered customer please login

Email Address:

Password:

[Click here if you forgot your password.](#)

LOG IN

If you are a new customer please
Register and make future payments easier.

Register

If you choose not to continue

Cancel

Welcome to Payment Service Network!

To make a payment or, if applicable, to view your bills...

Previously registered with PSN?
Simply fill in your email address and password.

First-time user?
Click the Register button and follow the prompts.

PSN was selected by your business as its online payment processor. PSN maintains the highest level of security as evidenced by its Level 1 PCI certification.

PSN is best viewed with the most current version of Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, and Macintosh Safari Browsers.

Sales and Support
1.866.917.7368

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- Enter the appropriate information on the next screen include all information that they ask for. When entering your account number eliminate the period. (ex 8888.00 enter as 888800). Click the search button.

The screenshot shows a web browser window with the URL <https://www.paymentservicenetwork.com/AuthName.aspx?accid>. The page features the PSN logo and the text "Payment Service Network, Inc." Below this, a large gray box contains the registration form. The form is titled "Please locate your account to register" and includes the following fields:

- Account Number:
- First Name:
- Last Name:
- OR ---
- Account Number:
- Business Name:

Each of these fields has a corresponding input box with a red "X" icon to its right. Below the input boxes are "Search" and "Cancel" buttons. To the right of the main form, there is a section titled "Locate your account..." with the following text:

Look on your bill for your account number and enter it along with your name. Then click Search.

HELP: If you can't find your account number, please contact your business to ask them to provide your account number.

The browser's taskbar at the bottom shows the time as 9:12 AM on 9/22/2011. The Windows taskbar includes icons for Internet Explorer, File Explorer, and other applications.

- Locate your account to register on this next screen. Click on the “Select” to the right of the customer information found.

Please locate your account to register

Account Number:
First Name:
Last Name:
--- OR
Account Number:
Business Name:
Address:
344001
city of annandale

Search Cancel

Locate your account...

Look on your bill for your account number and enter it along with your name. Then click Search.

HELP: If you can't find your account number, please contact your business to ask them to provide your account number.

1 Customers Found

Customer ID	First Name	Last Name	Address	City	State	Zip	
344001	OF ANNANDALE	CITY	350 OAK AV N	ANNANDALE	MN	55302	Select

- Enter the information requested and click on Login

The screenshot shows a web browser window with the URL <https://www.paymentservicenetwork.com/profilesetup.asp>. The page is titled "Profile Setup" and is for the City of Annandale (RT15866). The PSN logo is in the top left, and the contact information "Sales and Support 1.866.917.7368" is in the top right. A navigation bar includes links for "MAKE A PAYMENT", "PSN SOLUTIONS", "CLIENT LOGIN", "CONTACT US", and "ABOUT US". The main content area contains a "Profile Setup" section with a message: "Thank you OF ANNANDALE CITY. We found your profile. In order to continue your payment process, please enter the following". Below this are several required fields, each marked with a red asterisk: "Email Address:", "Confirm Email Address:", "Password:", "Confirm Password:", "Secret Question: What is your mother's maiden name?" (with a dropdown arrow), and "Your Answer:". At the bottom of the form are "Continue" and "Cancel" buttons. The footer of the page includes the same contact information and a navigation bar with links for "Home", "About Us", "Solutions", "Employment", "Security", and "Contact Us". The Windows taskbar at the bottom shows the time as 10:17 AM on 9/22/2011.

Profile Setup

Indicates required field.

Profile Setup for City of Annandale (RT15866)

Thank you OF ANNANDALE CITY. We found your profile.
In order to continue your payment process, please enter the following

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

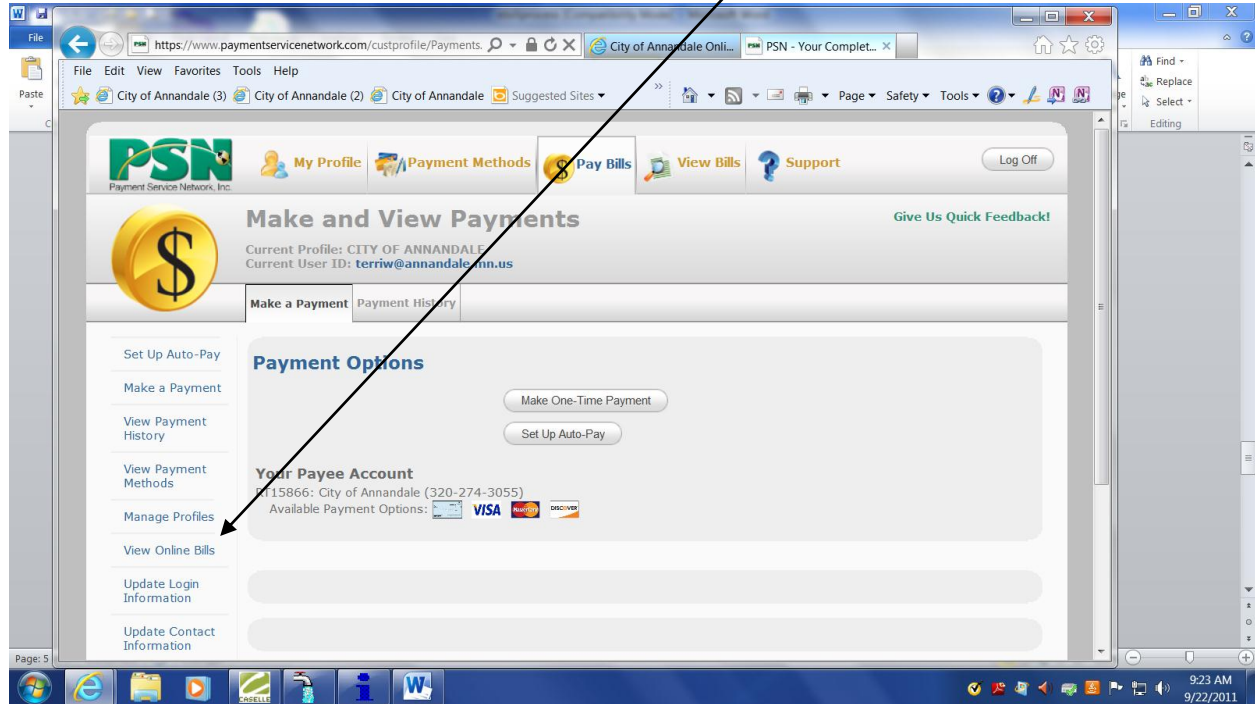
Secret Question: What is your mother's maiden name? *

Your Answer: *

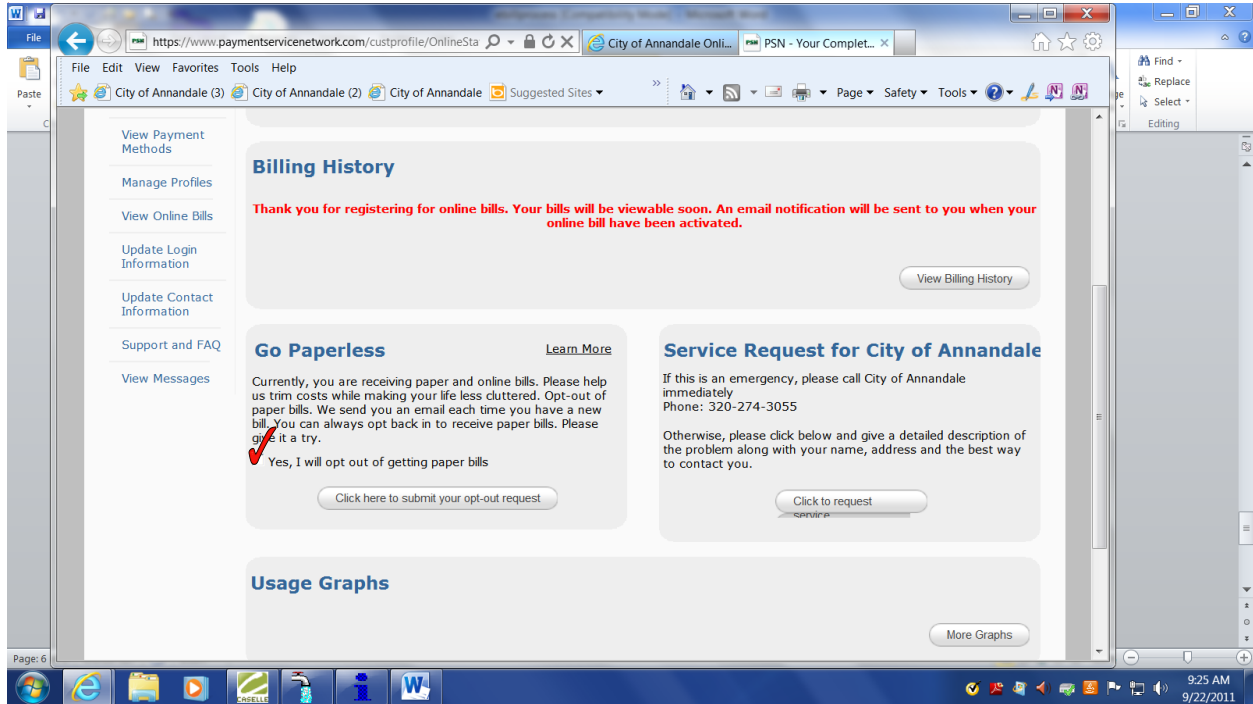
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- Click on the tab to the left of your screen labeled “View Online Bills”



- You will then be able to click the option to Go Paperless. Put a ✓ in the box “Yes, I will opt out of getting paper bills”. Then Click on the button to submit your opt-out request



After you have chosen opt out of paper bills a report will be sent to us informing us that you are now registered for this service. Each month you will receive a email telling you that your bill is now viewable on line.

The City of Annandale thanks you for registering for E-Bill Statements. If you have any questions feel free to contact us at (320) 274-3055 or city@annandale.mn.us