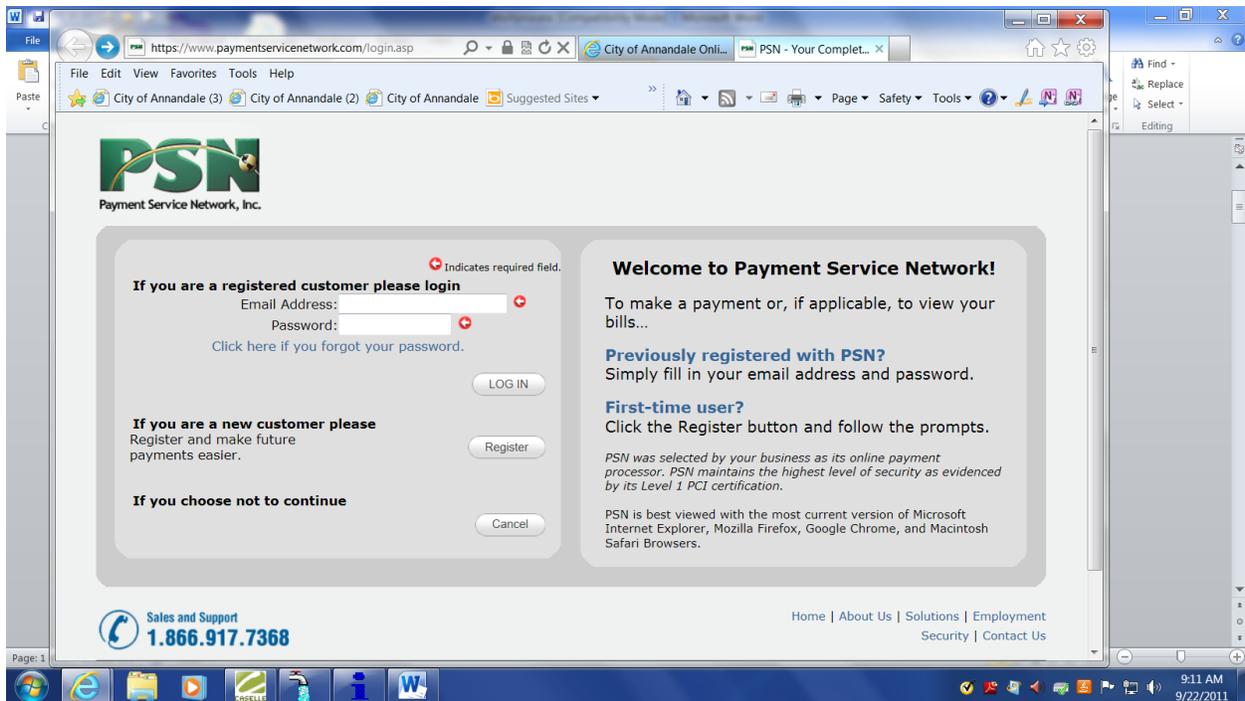


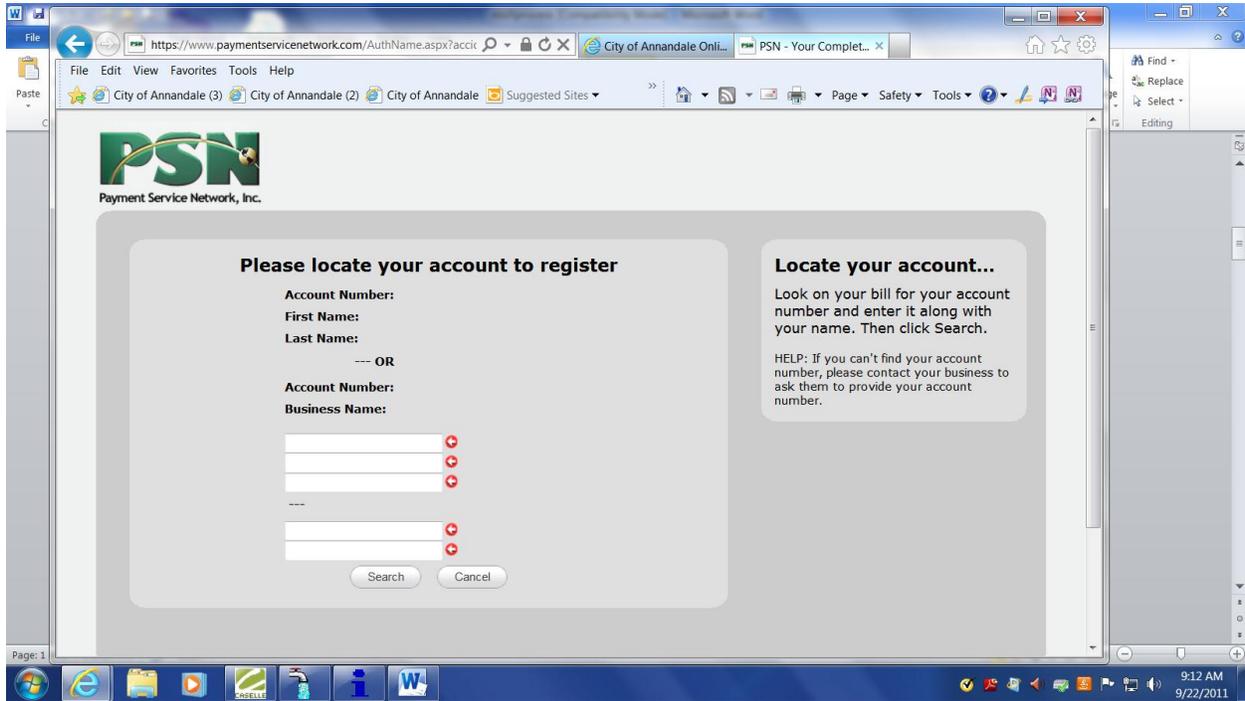
E-Bill Statement Sign Up Procedure

- 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.



- 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.



- 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:

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

9:18 AM
9/22/2011

- 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 visible in the top left, and the contact information "Sales and Support 1.866.917.7368" is in the top right. A navigation menu includes "MAKE A PAYMENT", "PSN SOLUTIONS", "CLIENT LOGIN", "CONTACT US", and "ABOUT US".

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:

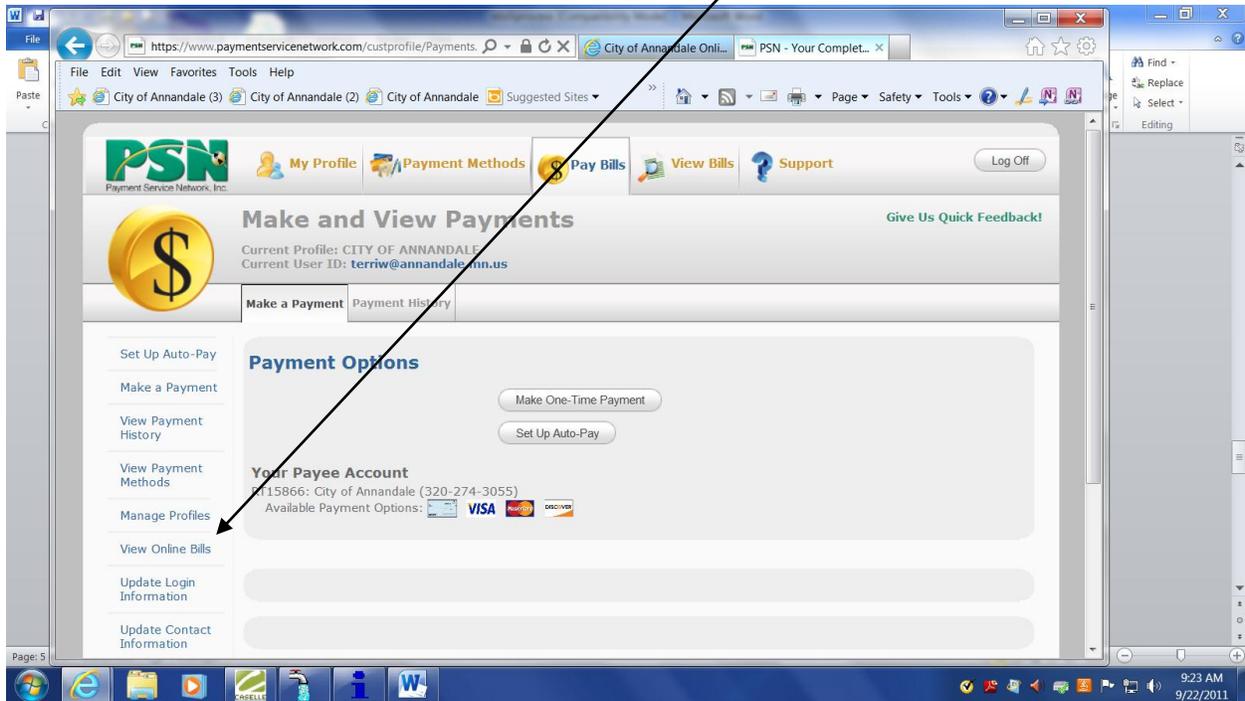
Confirm Password:

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

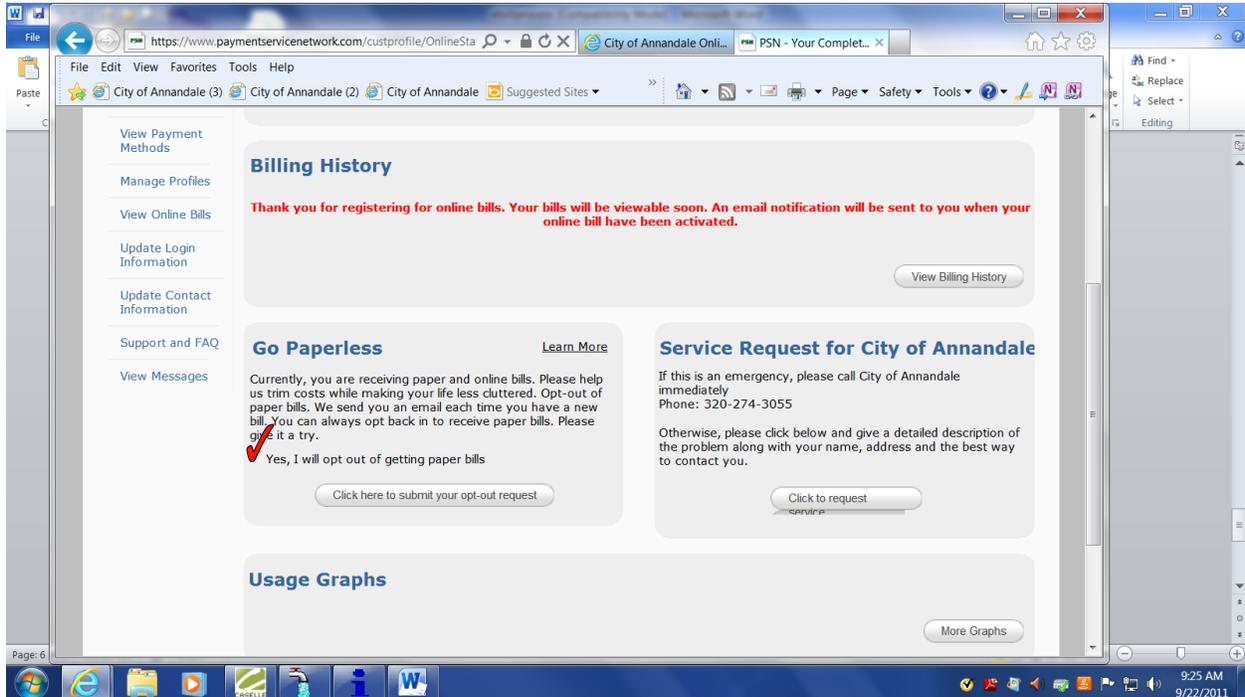
Your Answer:

At the bottom of the page, there is a footer with "Sales and Support 1.866.917.7368" on the left and a navigation menu: "Home | About Us | Solutions | Employment Security | Contact Us" on the right. The system tray at the bottom right shows the time as 10:17 AM on 9/22/2011.

- 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