



70 Maple Street, Manistee, MI 49660

Quick Guide – Online Utilities Account Access

Visit <https://accessmygov.com/Account/Register?uid=419>. Follow the steps below in order to get your account created for accessing your Manistee utilities account online.

If you already had an account for tax or assessing records, please go to <https://accessmygov.com/Account/LogOn?uid=419> to login.

When you select the link to Create a New Account you will be directed to this screen:

The screenshot shows a registration form with the following elements and steps:

- 1. Provide a Username:** A text input field for 'User Name' with a red star icon. Below it is the text: 'Your User Name is what you will use to log into the site in the'.
- 2. Provide an Email Address:** Two text input fields for 'My e-mail address is:' and 'Confirm e-mail:' with red star icons.
- 3. Provide a Password:** Two text input fields for 'Enter a new Password:' and 'Re-enter password:' with red star icons. Above them is the text: 'Protect your account and information with a password.'
- Account Information (Optional):** A section with a red star icon and a plus sign. Below it is the text: 'Enter in any information about your account which will be requested if you sign up as a Business Account. Additionally your information may be required to use certain features within the site. This information can be entered at a later time if you wish.'
- Other Information:** A section with a red star icon. Below it is a dropdown menu for 'How did you learn about us?' with the text 'Choose One...'. Below that is the text 'Verify Code' and 'Enter the text you see in the below image. This security feature helps prevent automated programs from registering for accounts.'
- 4. Enter the Verify Code:** A CAPTCHA image showing the words 'VOLTAIRE' and 'Shepperton' with a 'Type the text' input field and a 'Privacy & Terms' link.
- 5. Create Account:** A 'Create Account' button at the bottom left of the form.

With your account now created, search for your account. Begin by selecting Utility Billing Payments, and either enter your Location ID or Parcel Number to search.

Search: Utility Billing By: Location ID

ONLINE SERVICES

- Internet Services
 - All Record Search
 - Assessing Search
 - Current Tax Search
 - Property Sale Search
 - Utility Billing Search
- Online Payments
 - Current Tax Payments
 - Utility Billing Payments

PERFORMANCE DATA

- Financial Summary
- Performance Dashboard

MUNICIPALITIES

- Select a Municipality
- Recent
- City of Manistee

Utility Billing Online Payment Service
City of Manistee, Manistee County

Step 1: Search Use the search criteria below to begin searching for your record. Step 2: Select Record Step 3: Make Payment

Getting Started...

Welcome to the **Utility Billing** Online Payment Service. This service allows you to search for a specific record within the **Utility Billing** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Location ID
Enter the Utility Billing **Location ID** you are attempting to search on.

Location ID: Search **Enter Location ID**

Search by Parcel Number
Enter the parcel number of the record you are attempting to search on.

Parcel Number: Search

When the search results appear select your account.

Current Tax Payments
Utility Billing Payments

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MUNICIPALITIES

- Select a Municipality

Search Results for "MAPS-000070-0000-01" using the **Location ID** Search.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

Reference #	Name	Address
MAPS-000070-0000-01	CITY OF MANISTEE	70 MAPLE ST

Displaying items 1 - 1 of 1

With your account now found you will now need to enter in your 7 digit Pin Number provided on your utility bill. When you enter in your Pin Number you will be able to see the full detail about your Utility Bill. This is the screen that you will be able to pay your utility bill.

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MUNICIPALITIES

- Select a Municipality

ACCOUNT

- Sign In
- Register
- Why Register?

Utility Billing Online Payment Service
City of Manistee, Manistee 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: MAPS-000070-0000-01

Name & Address Information
CITY OF MANISTEE
70 MAPLE ST
MANISTEE, MI 49660

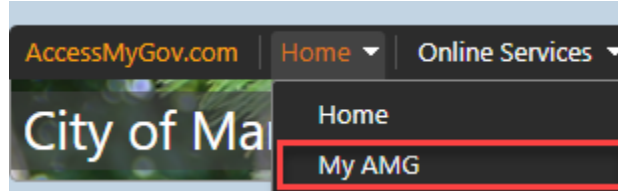
Additional Record Information
By clicking the link below you can view additional information for Account MAPS-000070-0000-01.
[View Additional Account Information](#)

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

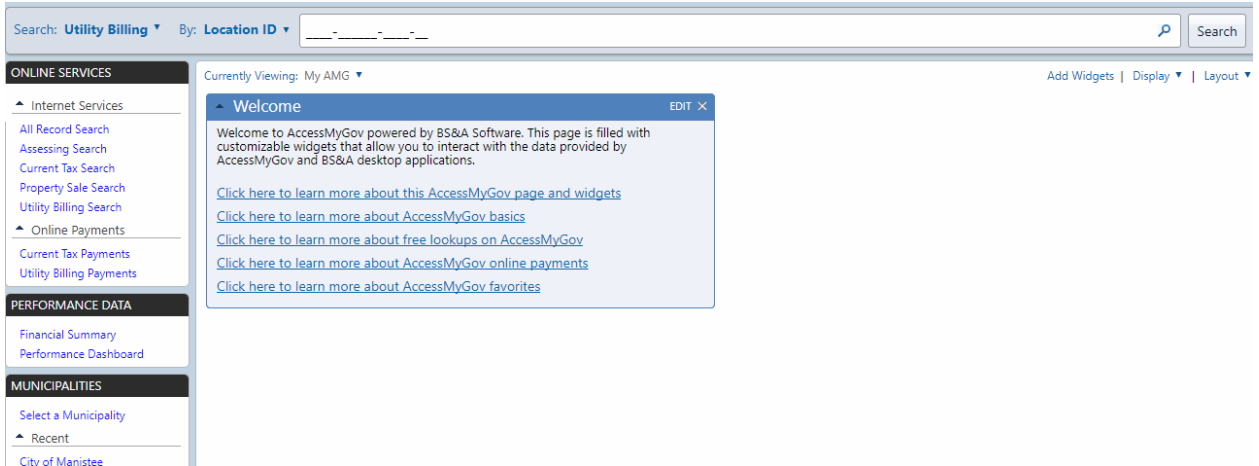
Account PIN: **Enter Pin Number Here** Submit

Now that you have created an account and paid for your bill, you can quickly access your account each time that you login. In order to setup your account to be displayed on your homepage, follow these steps:

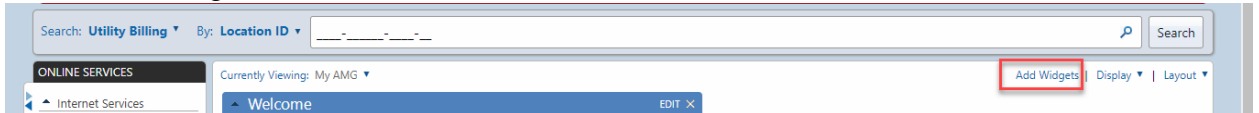
1. Go to the Home button at the top and select My AMG



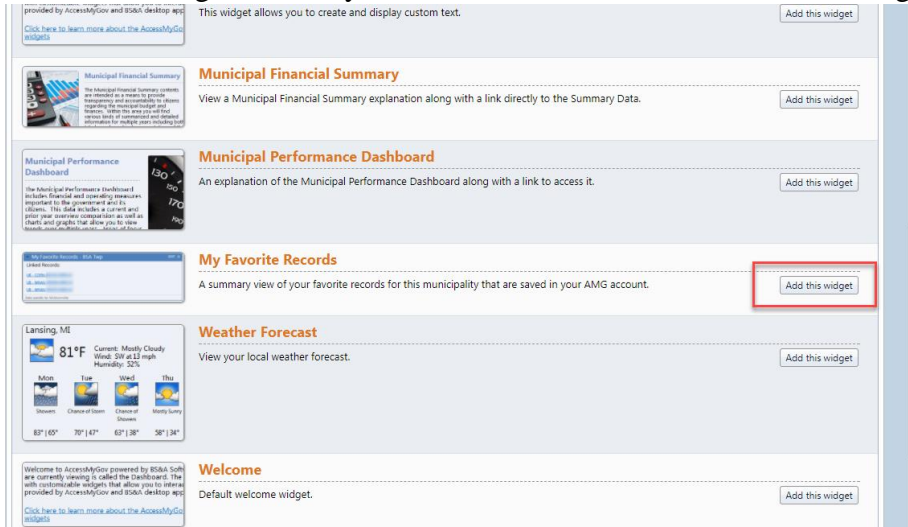
2. You will be brought to this screen.



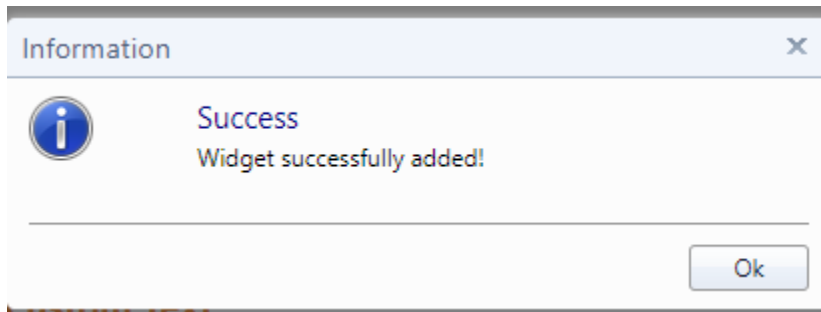
3. Select Add Widgets located underneath the search bar



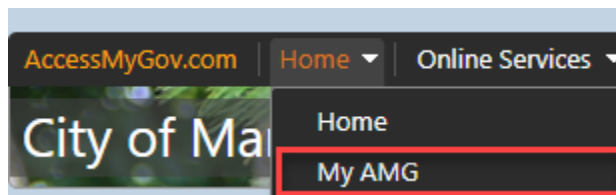
4. Locate the widget titled My Favorite Records and select Add this widget



5. When you select Add this widget this screen will appear



6. Press Ok. Now to the Home button at the top and select My AMG



7. You will now see My Favorite Records displaying which will show your account. You will now be able to quickly pay your bill by simply signing in

