



View Your Utility Bill Online

** Have your utility bill in front of you to get the account number

Welcome - Please Log in Below

Welcome to online utility billing

Online billing enables you to:

- View your current and previous utility bills
- Receive your bill electronically and make the payment
- Pay your bill electronically (using a VISA or Mastercard credit or debit card)
- Feel good about reducing the use of paper, envelopes and postage
- Click here for information on [Utility Account Information](#)

In order to pay your bill online, sign up for paperless billing, or enroll in automatic payments, you will need to register here. To do so, please do the following:

- Please make sure to have the latest version of your current browser installed.
- Also, please add "@merchantransact.com" to your approved senders list" or into your address book in order to receive emails from us.
- Lastly have your statement ready to refer to for registration.

Login

Please enter your e-mail address and password below.

Enter your e-mail address:

Please enter your password:

Remember Me

Registration Options

If you have not registered your e-mail address select an option below.

Register using your utility bill
 If you would like to register using your utility bill [click here](#).



Password Reminder

If you have already registered and lost your password, click [here](#).

New Users

Step 3) Enter your information into the boxes on the left hand side of the page, using your bill, following the example on the right.

Step 4) Click "Register" at the bottom of the page

* Once you click "Register", you must verify your account. Check your e-mail for a link.

To sign up for this service, fill out the information below and click the Register button.

You will need a recent bill from your utility to fill in some of the information below.

House/Building Number:

Enter the house/building number from your service address (do not include street information).

Utility Account Number:

As it appears on your bill. Include dashes and leading/trailing zeros if present. For example : 000123-123

E-Mail Address:

Confirm E-Mail Address:

Confirm the e-mail address entered above.

Password:

Password must be 6-12 characters in length.

Confirm Password:

Confirm the password entered above.



Step 1) Go to ci.yreka.ca.us and click on "Pay Your Utility Bill"

Step 2) Select "click here" in the box labeled "Register using your utility bill" (see arrow to left)

Account Number

ACCOUNT INFORMATION	
ACCOUNT:	012345-000
SERVICE ADDRESS:	123 ANY ST
SERVICE PERIOD:	8/20/2014-7/20/2014
DUE DATE:	8/15/2014

JOHN DOE
123 ANY ST
YREKA, CA 96097

METER READING INFORMATION

Meter Serial #	Previous Reading	Current Reading	Gallons Used
XXXXXX	000	10,000	10,000
Tier 1 - 101 - 10,000 gals @ \$1.86 per 1,000 gals =			\$18.41
Tier 2 - 10,001 - 35,000 gals @ \$2.05 per 1,000 gals =			\$00.00
Tier 3 - Over 35,000 gals @ \$2.25 per 1,000 gals =			\$00.00
Water Consumption Cost =			\$00.00

USAGE HISTORY GALLONS USED

Dashboard | Add Credit | My Bill | Usage | Activity | My Profile | Contact Us

Dashboard

Customer Address

701 4TH ST
01-400-0000-518-003
YREKA, CA 960973302

Service Address

116 S WEST ST
YREKA, CA 96097

Balance	Amount
Total Account Balance	\$0.00*
Current Charges due 4/15/2015	\$78.02

*balance is current as of today and may include pending payment, billing and adjustment transactions)

[Make Payment](#)

Auto Pay Your Bill (New)
If you would like your bill automatically deducted from your account, please click GO below.

Make A Payment
If you would like to make an electronic payment, please click GO below.

View Your Bill
For complete details regarding your bill, please click GO below.

←

Usage History
For a complete overview of your usage, please click GO below.

Account Profile
To manage your account information and billing options, please click GO below.

Your Activity
To view the history of your account activity, please click GO below.

The City of Yreka prides itself on providing high quality and reliable water and sewer services. Utility bills are mailed at the end of each month and are due on the 15th of the following month. If you would like to learn more about the City's utilities, please visit our [website](http://www.ci.yreka.ca.us/utilities) or [click](#) for a brochure. We invite your comments and feedback.

NOTE: For outdoor water use information and restrictions, please see [Public Notice](#).

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Step 5) Click "Go" under "View Your Bill"

Step 6) You are now able to view your utility bill.

Bill

City of Yreka
701 Fourth Street
Yreka, CA 96097
530-841-2386
Mon-Thur 8:00am - 5:00pm

Account Information

Account: 017890-000
Service Address: 116 S WEST ST
Service Period: 2/21/2015 to 3/20/2015 (28 days)
Billing Date: 3/20/2015
Due Date: 4/15/2015

Meter Reading

Serial	Date	Previous Reading		Current Reading		Cons
		Date	Reading	Date	Reading	
10109790000	2/20/2015	1602300	3/20/2015	1602300	0	

Current Charges

WATER:	\$0.00
WATER: WATER BASE RATE 5/8"	\$31.60
SEWER: SEWER FEE RESIDENTIAL	\$42.00
LANDFILL: LANDFILL	\$4.42
Total Current Charges:	\$78.02

Bill Summary

Previous Balance:	\$78.02
Payments Received:	\$78.02
Adjustments:	\$0.00
Current Charges:	\$78.02
* Total Amount Due by: 4/15/2015	\$78.02

* This was the amount due at the time of billing.
To view your amount due at the current time and make a payment [click here](#).

← Consumption

← Amount Due

How to Sign Up for E-Statements

Step 1) Once you have created an account profile, log in.

Step 2) After logging in, click “Go” under “Account Profile.”

The screenshot shows a utility account dashboard with the following sections:

- Customer Address:** 701 4TH ST, 01-400-0000-518-003, YREKA, CA 960973302
- Service Address:** 116 S WEST ST, YREKA, CA 96097
- Balance Table:**

Balance	Amount
Total Account Balance	\$0.00*
Current Charges due 4/15/2015	\$78.02

* (balance is current as of today and may include pending payment, billing and adjustment transactions)

[Make Payment](#)
- Auto Pay Your Bill (New):** If you would like your bill automatically deducted from your account, please click GO below. [Go](#)
- Make A Payment:** If you would like to make an electronic payment, please click GO below. [Go](#)
- View Your Bill:** For complete details regarding your bill, please click GO below. [Go](#)
- Usage History:** For a complete overview of your usage, please click GO below. [Go](#)
- Account Profile:** To manage your account information and billing options, please click GO below. [Go](#)
- Your Activity:** To view the history of your account activity, please click GO below. [Go](#)

NOTE: For outdoor water use information and restrictions, please see [Public Notice](#).

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Step 3) Under “Verify E-Mail Address” click “Click Here”. If you've already verified, skip to step 5.

Verify E-Mail Address

Your e-mail is not verified. You will not be able to select e-billing for accounts, or set up recurring payments. [Click Here](#) if you would like to verify your e-mail address.

Step 4) You will receive an E-Mail asking you to verify your E-Mail address.

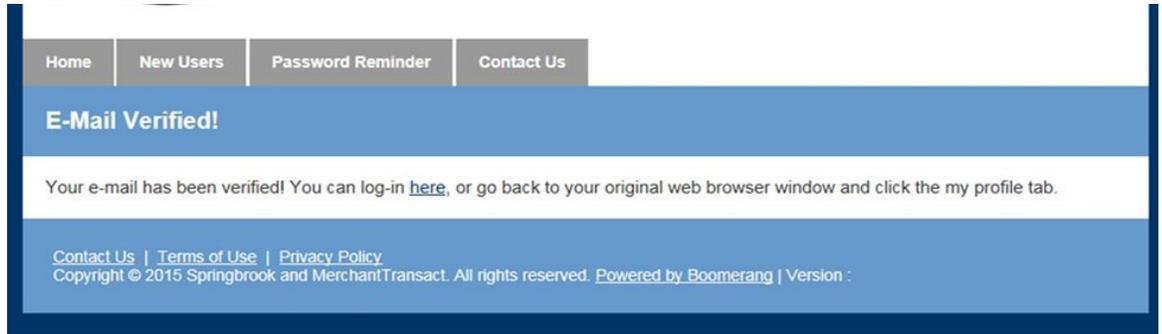
*Be sure to check your spam or junk folder for this E-Mail, also add

noreply@merchantransact.com to your address book to avoid having your bills go to your junk folder

The screenshot shows an email from noreply@merchantransact.com with the subject "Verification email for City of Yreka". The email body contains the following text:

This e-mail is to verify you can receive e-mails from our bill payment system. Please click the link below to confirm you have received this e-mail. <https://yrekacityutilitybill.merchantransact.com/verify.aspx?g=ad8cade8-76aa-4572-9a2e-ed206555effc> CONFIDENTIALITY NOTICE: The information contained in this e-mail is information protected by Deliberative Process, Official Information, attorney-client, pending litigation or claims, and may relate to Personnel Records or the Public Interest Exemption or other privileges as well as Medical Privacy Laws including the Medical Information Act and Health Insurance Portability and Accountability Act. The information contained in this electronic mail is also covered by the Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2521, and is solely for use by the person or entity that was its intended recipient. If you are not the intended recipient, please immediately delete it and notify us of the error to help us redirect it. Thank you.

Step 5) Be sure to click the link included in the E-Mail. Your E-Mail address is now verified. You will be forwarded to the website and see the screen below.



Your accounts

If you would like to change any of the accounts associated with this membership, click the account number below to modify the settings.

- Default** Set who is your default customer when you log in (if you have multiple accounts set up).
- Electronic Bill** Toggle the ability to receive an electronic bill via e-mail.
- Auto Pay** Automatically debit your account when your bill is due. [Tell me more..](#)

Account Number	Default Customer	Electronic Bills	Auto Pay	Remove Account
017890-000				

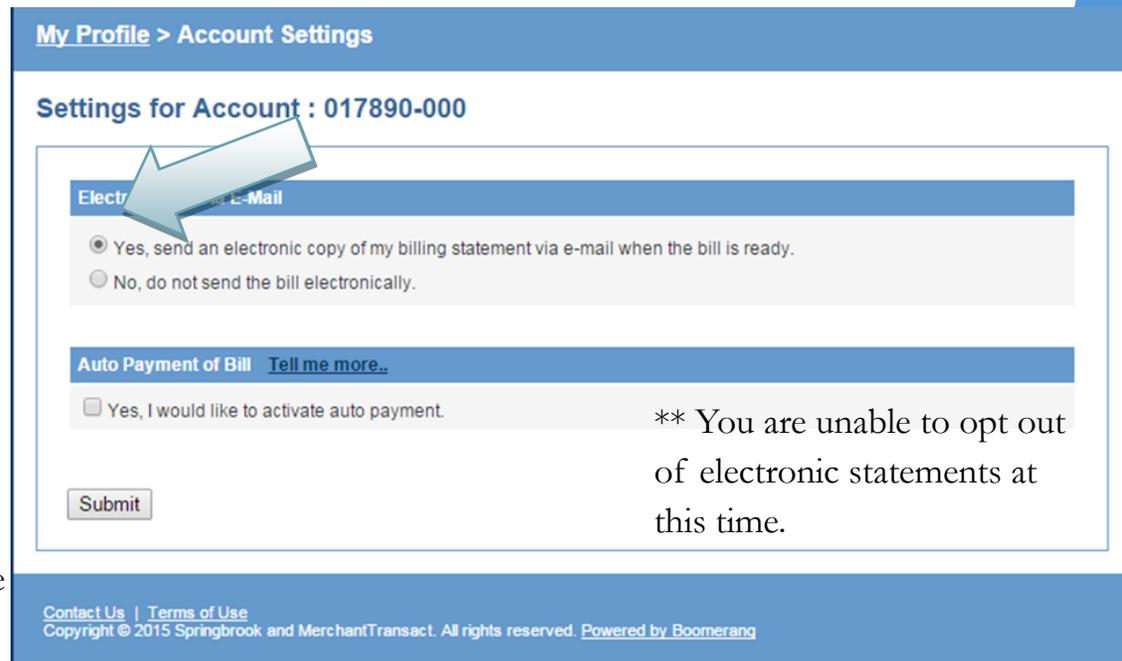
[Add more accounts](#) to this membership.

To remove an account from your membership, click the Remove next to the account (default accounts cannot be removed).

Step 6) Log back in, go back to your account profile and click your account number (near the bottom of the screen). If you've previously verified, you will not need to log back in.

Step 7) Click the bubble next to "Yes, send an electronic copy of my billing statement via e-mail when the bill is ready" and then click the "Submit" button at the bottom. You will now receive your billing statements through e-mail.

** On this page, you also have the option to activate auto payments for your utility bills.



** You are unable to opt out of electronic statements at this time.