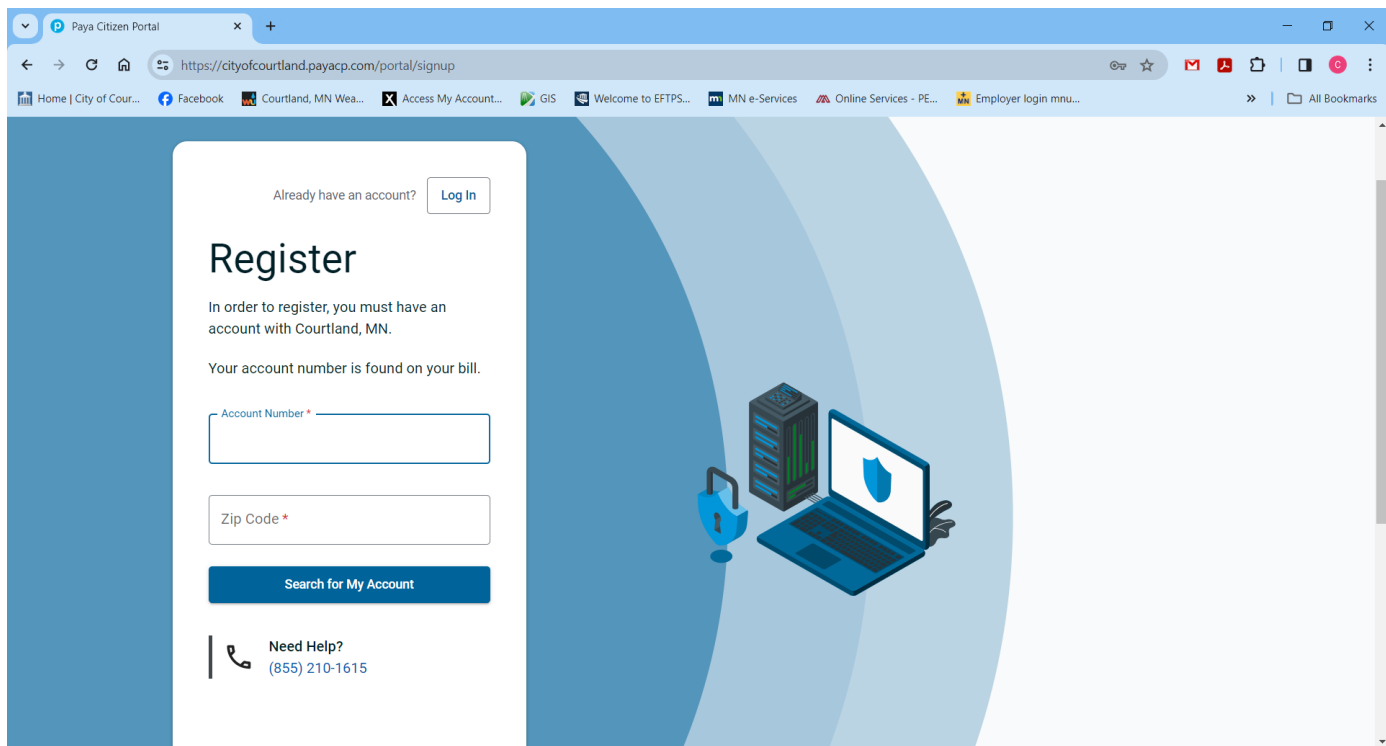
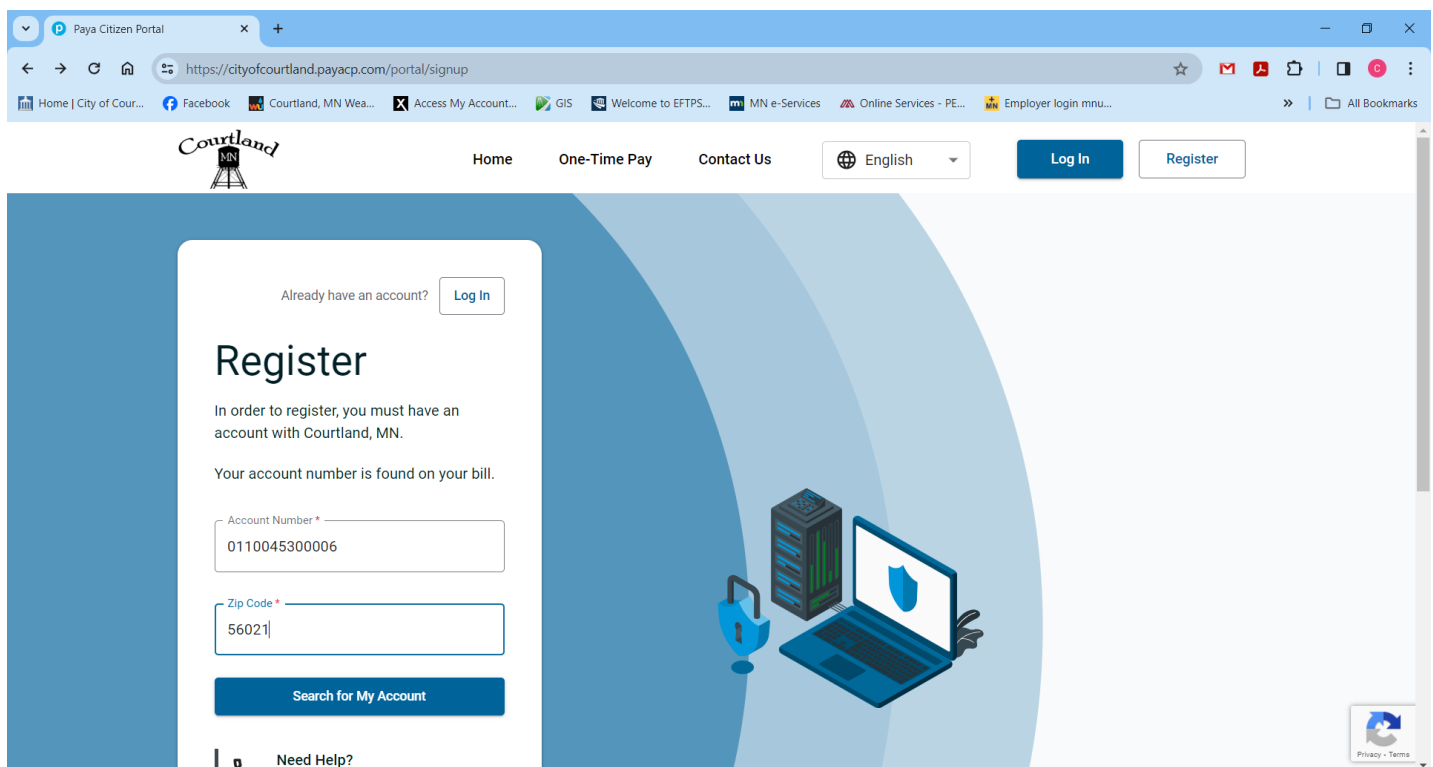
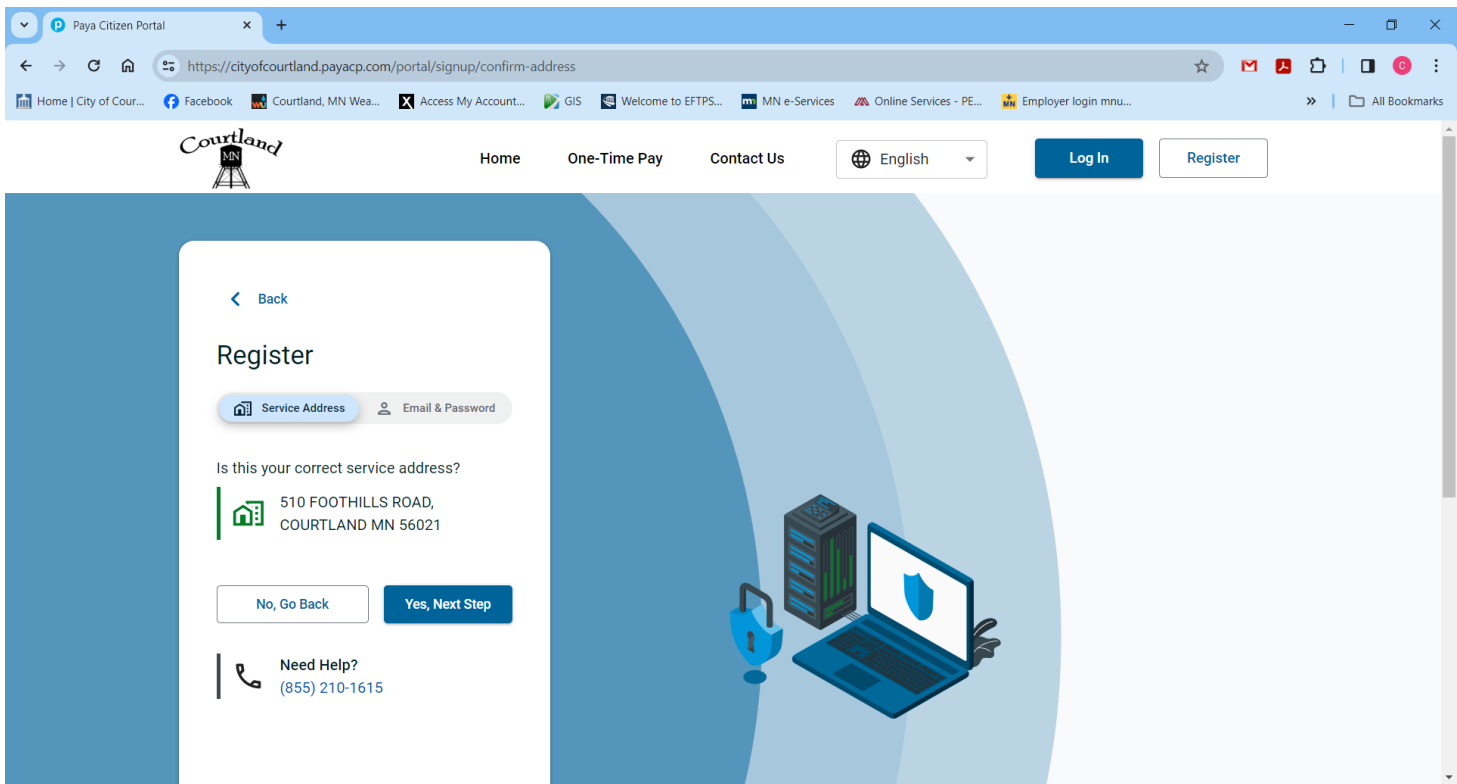


# How to use new Paya Citizen Portal

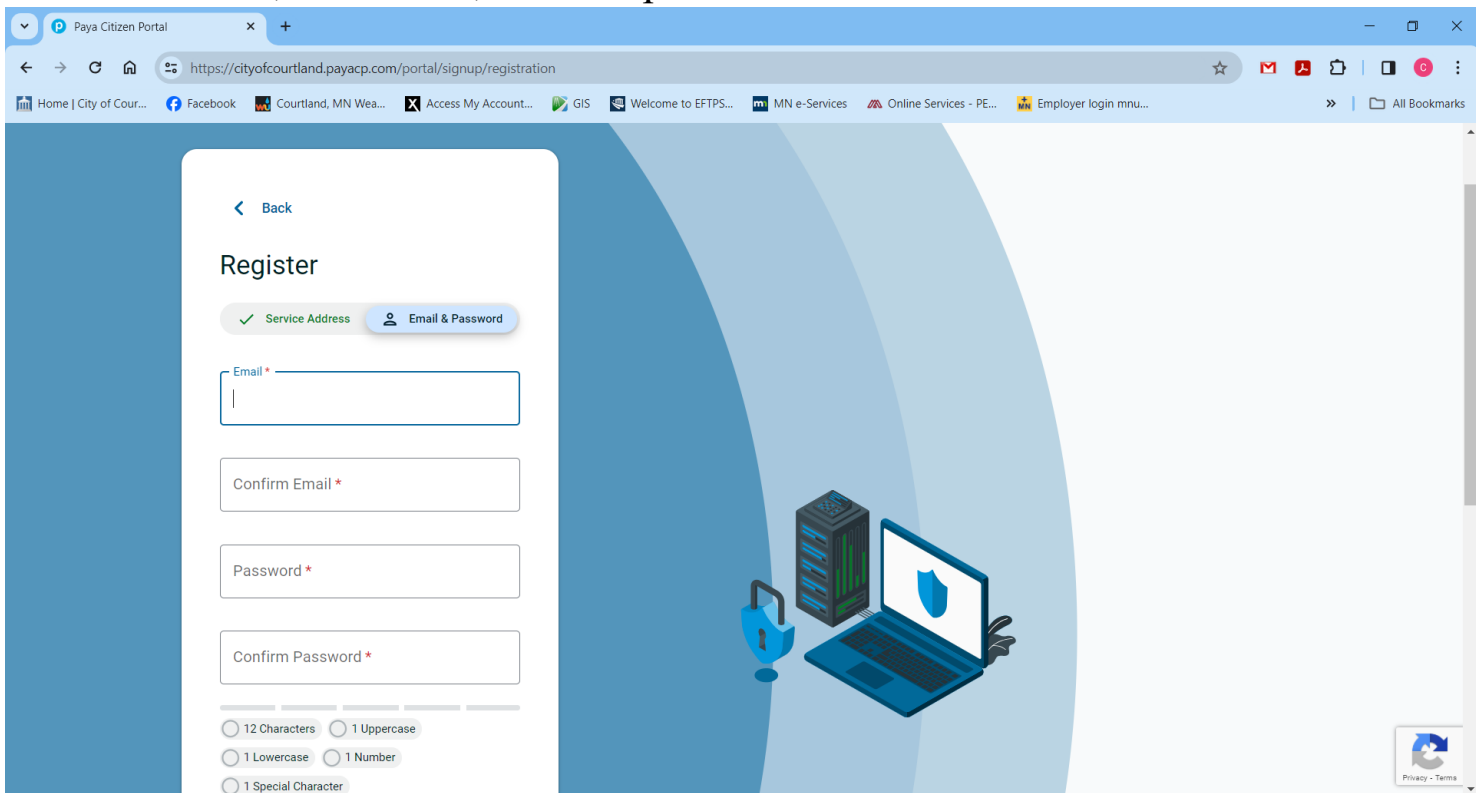


Enter your full account number **without dashes** and your zip code. Click “Search for My Account”





If this is correct, click “Yes, Next Step”



Enter email, confirm email and choose password using criteria, confirm password. Check agreement box. Click “Send Email Verification”. Check your email and verify.

You may now login using email and password.

If you have more than one account, you may link them by clicking on drop down arrow under My Account

The screenshot shows the Paya Citizen Portal home page. At the top, there is a navigation bar with links for Home, Make a Payment, Account History, and Contact Us. The user's account information is displayed in the top right corner: Account # 0110045300006, 510 FOOTHILLS ROAD, COURTLAND MN 56021. The main content area is divided into two columns. The left column, titled 'Your Current Bill', shows a bill for Courtland, MN, due by Tue, 12/26/23, with an amount due of \$ 0.00 and a 'Make Payment' button. Below this is a 'Recent Bills & Payments' table with columns for Date, Type, Amount, Description, and Options. The right column, titled 'My Account', shows the current account details and an 'ADD NEW ACCOUNT' button. There is also an 'e-Billing' section with a 'Not Enrolled' status and a 'Messages from Courtland, MN' section with 'No messages'.

Click “ADD NEW ACCOUNT”

The screenshot shows the 'Settings' page of the Paya Citizen Portal, specifically the 'Manage Accounts' section. The page has a navigation bar with tabs for Profile, Manage Accounts, Payment Methods, Auto-Pay, e-Billing, and Notifications. The 'Manage Accounts' section explains that users can pay utility bills from a single portal and use a drop-down box to switch between accounts. Below this, there is a 'Registered Accounts' section showing the current account: 510 FOOTHILLS ROAD, COURTLAND MN 56021, Account #: 0110045300006. The 'Add Another Account' section provides instructions on how to add a new account and includes a form with fields for 'Account Number' and 'Zip Code', and a 'Search for My Account' button.

ENTER FULL ACCOUNT NUMBER **WITHOUT DASHES** AND BILLING ZIP CODE; CLICK “Search for My Account

Account #: 011009800007

**510 FOOTHILLS ROAD, COURTLAND MN 56021**  
Account #: 0110045300006

**Add Another Account**  
We found this address on file:

Service Address:  
213 4th Street,  
COURTLAND MN 56021

Do you want to add this account to your profile?

*If the address is wrong, please contact us to correct it.*

Options

Verify service address and click “Add Account”

Account # 0110045300006  
510 FOOTHILLS ROAD  
COURTLAND MN 56021

**Your Current Bill**

Description: **Courtland, MN** Due by: **Tue, 12/26/23**

Amount due: **\$ 0.00**

**Recent Bills & Payments**

| Date     | Type | Amount  | Description        | Options |
|----------|------|---------|--------------------|---------|
| 12-08-23 | Bill | \$85.78 | Courtland, MN Bill | ⌵ ⋮     |

[Go to Account History](#)

**My Account**

510 FOOTHILLS ROAD, COURTLAND MN 56021  
Account Number: 0110045300006

213 4th Street, COURTLAND MN 56021  
account #: 0110117000003

300 RAILROAD STREET, COURTLAND MN 56021  
account #: 0110116000004

329 MAIN STREET, NEW ULM MN 56073  
account #: 0110098000007

510 FOOTHILLS ROAD, COURTLAND MN 56021

No messages

Accounts are now under one login. At this time you will have to select each account to make payment, set up for auto-pay and e-billing. You may total positive balance accounts and make one payment under one of your accounts, do not include an account if it has a credit balance.

Account # 0110045300006  
510 FOOTHILLS ROAD  
COURTLAND MN 56021

### Your Current Bill

Description: Courtland, MN Due by: Tue, 12/26/23  
Amount due: \$0.00 [Make Payment](#)

### Recent Bills & Payments

| Date     | Type | Amount  | Description        | Options |
|----------|------|---------|--------------------|---------|
| 12-08-23 | Bill | \$85.78 | Courtland, MN Bill |         |

[Go to Account History](#)

Last login was on: Dec 21st, 2023 at 9:42 AM

### My Account

510 FOOTHILLS ROAD, COURTLAND MN 56021  
Account Number: 0110045300006

### Quick Links

- [Auto-Pay](#) (Not Enrolled) - Set up your bills to be paid automatically every month
- [e-Billing](#) (Not Enrolled) - Receive your bills online by enrolling for paperless bills

### Messages from Courtland, MN

General messages about utilities outages, maintenance, billing, etc. will be here.

No messages

If you need help, Call, Send a message or an email.

Account # 0110045300006  
510 FOOTHILLS ROAD  
COURTLAND MN 56021

### Need Help?

For Utility related problems or questions about your bill, contact:

**Account Support**  
Phone: (507) 354-7055  
Email: [ctlclerk@comcast.net](mailto:ctlclerk@comcast.net)  
Mon, Wed, Thu: 8:00 AM - 4:30 PM | Fri: 8:00 AM - 1:00 PM | Tue: Closed  
Central Standard Time

For Help logging in, using this portal, or making a payment online, contact:

**Payment Portal Support**  
Phone: (855) 210-1615  
Email: [CourtlandCPSupport@nuvei.com](mailto:CourtlandCPSupport@nuvei.com)  
Mon-Fri: 8:00 AM - 5:00 PM  
Central Standard Time

### Contact Us

You can send a message to portal support instead of calling and emailing. We will respond within 2 business days.

First Name:

Last Name:

Email Address:

Message (up to 4,000 characters):

[Send Message](#)