HOW TO SET UP YOUR NEW ONLINE ACCOUNT ON THE TOWN OF FREDERICK ONLINE BILL PAY SYSTEM

1. Go to the Online Payment Website: Municipalonlinepayments.com/FrederickCO
2. Click on "Utility Billing".
3. In the upper right hand corner, click on "Login / Register"
4. If you are setting up a new account, click on "Register" at "Don't have an account? Register"
5. Enter your
   - Email
   - Password
      - ✓ You are putting in the new password you would like to use.
      - ✓ Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, +, @, #, /, etc.)

   - First and Last name
   - Phone Number (optional).
6. Select Register.

3. An email is sent to your email address to confirm that your address is correct. Check your email to find the "New Account Registration" email.

4. Click "Activate Account" in the email to confirm your email address and activate your account. The link returns you to the login page for your online services website.

5. Log in using your email address and the password that you created.

6. Click on "Add an account".

7. Enter your new Account Number and Last Payment Amount.

- You can find your new account number and last payment amount on the paper bill that was mailed to all Frederick utility customers in March 2022.
- You can also email UtilityBilling@FrederickCO.gov to request your New Account Number and Last Payment Amount.