

# Pay Your Utility Bill

## Payment Options

- You can go online and set up online draft.
- If you are mailing your payment, send to P.O. Box 366, Manchester, GA 31816.
- Call 1-866-257-1233 for the automated phone payment.
- Visit our location at 116 2nd Street for Lobby or Drive-Thru.

*\*Please Note: We are no longer accepting cash payments in the drop off box.*

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## Online Payment

Please click the link below to pay your utility bill online:

- **Official City Online Payment Portal**

*(Official City online payment link. Will say Manchester, GA with picture of a hand on a keyboard. Will see Tyler Technologies at the bottom of the page. Google could send you to another company that will take your money, but it is like bill pay — not the official City web payment.)*

**Tips for how to pay online:** Quick Pay is for quick use or for someone else to pay on your account, but it does not show everything. To be able to manage your account, see payments, history, etc. you will need a username and password. Click on sign in, sign up and it will bring up Login page. Click on register at the bottom. After filling in your information and submitting you will receive an e-mail to activate. Go into your e-mail and activate. Go back out of the e-mail and out of the website all together. Clear web browser and go back into the website to login with the new username and password.

**Helpful hints:** If you manage your account online and set up a draft for payment, the only information that shows up for customer service to see if that is a drafted account. Also, the system will allow you to set up any date for the draft without any parameters for late fee or cut off day. Make sure you set up the draft date to accommodate appropriate time for your payment to go through and not be subject to late charges and or cut off. Our drafts done by City Hall are done on the 10th of the month, so that is a good, suggested date to set it up as.

**Reconnect fees:** If you pay online and it is after 4:00 p.m. the day before cut off day or after, add the \$50.00 to your payment.

[Online Utility Bill Pay](#)

[Copy of Utility Bill](#)

