Online Bill Payment Handbook

The City of Beverly Hills is pleased to offer an enhanced online bill pay experience.

If you used the City’s previous online bill pay website, you must re-register.

We apologize for this inconvenience.

To register, follow Steps 1-7 of this handbook, found on pages 2-4.

If you have already registered and want to select and pay a bill, skip to page 6.

We are available at (310) 285-2436 to answer questions Monday – Thursday, 7:30 am – 5:30 pm, and Friday 8:00 am – 5:00 pm. You can also email us at utilitybilling@beverlyhills.org.

City of Beverly Hills

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Getting Started: Create an Account

Step 1) Visit https://utility.beverlyhills.org

Step 2) Click Pay Bills & View Account

Step 3) Click Register
Step 4) Follow the directions and click **Save**

Step 5) Click **Utility Billing**.
Step 6) Click Link to Account

Step 7) Enter your new Account Number (8 digits) and Customer Number (6 digits) from your new Utility Bill and then click Update.
A sample of the new Utility Bill is below. **Please contact us at (310) 285-2436 if you don't have this new bill.** We can provide you the required registration information over the phone. We are available Monday - Thursday, 7:30 am – 5:30 pm and Friday, 8:00 am - 5:00 pm.
How Do I Pay a Bill?

To pay a bill, click **Pay Now**
Select the Bill(s) you would like to pay by **clicking the box next to the bill**, then click **Pay**.

Select your Payment Method: **Credit Card (Debit Card)** or **eCheck**
Determine the amount you would like to pay and click **Continue**.

Again, select your payment method, **Credit/Debit Card, Personal Check** or **Corporate Check**, and then click **Pay Now**.
I Want to Pay with a Credit Card

For Credit Card Payments, **enter the required information**, include your email address to receive an emailed receipt, acknowledge the payment statement, and then click **Continue**.
Verify the payment information and click **Confirm Payment**.

Successful Credit Card transactions will display the following receipt.
I Want to Pay with a Personal Check

Select Pay by Personal Check then click Pay Now.
Enter the required information; **include your email address to receive an emailed receipt**, acknowledge the payment statement, and then click **Continue**.
Verify the payment information and click **Confirm Payment**.
Successful Personal Check transactions will display the following receipt:

![Successful Payment Receipt]

- Remittance ID: 526222384
- Received: May 29, 2014 02:37PM PDT
- Property Code: 72349598
- Bill Category: 66
- Bill Year and Bill Number: 2014-50017
- Customer Name: John Smith
- Amount: $711.44
- Transaction Type: Debit
- Account Type: Checking
- Address Line 1: 1234 Main Street
- City: BEVERLY HILLS
- State: California
- ZIP Code: 90210

Thank you for your payment! Click here to return to your online account.
I Want to Pay with a Corporate Check

Select **Pay by Corporate Check** then click **Pay Now**.

Enter the required information; **include your email address to receive an emailed receipt**, acknowledge the payment statement, and then click **Continue**.
Verify the payment information and click Confirm Payment.
Successful Corporate Check transactions will display the following receipt:

![Successful Payment Receipt](image)