

# Utility Billing Setup- City of Pine City

Information you will need to set up your online utility billing account:

- **Your Utility Bill Account number:** This is located on your bill or can be obtained by calling City Hall at 320-629-2575
  - **An active email address**
  - **A Discover, Mastercard, or Visa Debit/Credit Card**
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From the Pine City Website: [www.pinecitygov.com](http://www.pinecitygov.com) click on the **Bill Pay**  icon below the photo

**OR**

Go directly to the PSN (Payment Service Network) Login at:

[www.paymentservicenetwork.com/Login.aspx](http://www.paymentservicenetwork.com/Login.aspx)

On the PSN website click the button titled **Register** button

Fill in the account number and first and last name as they appear on the bill then click the **Search** button

**NOTE:** Enter the account number without any spacing or dashes

The results will show at the bottom of the screen. If this information is correct, click the **Register and make a payment** button on the right side of the results display

On the next screen enter your information and create a password for your account

**NOTE:** You do not need to enter any information into the **PSN Payment Number** field

When completed click the **Continue** button

**NOTE:** Once you have logged into your account you will need to add a payment method to begin paying online