

## How to create an Account to make a Water & Sewer Payment:

Begin at the website: <https://wp-berlin.accugov.com/>

Select Register:

Berlin, WI City of Payment Portal


Login Register

Fill in the following information:

Create a login to access your account

Register Cancel

**ACCUFUND**  
PayPortal

Username:  

Email:

Password:

Confirm Password:

I have a(n) ...:

Account Number:

Service Location:

- Create your own username
- Enter the Email you prefer
- Choose a complex password
- Confirm the password
- Select Utility Statement
- Enter your Full Account number with dashes
- Enter service address with street name

After all the information is entered, you can then select "Register" at the top of the page:

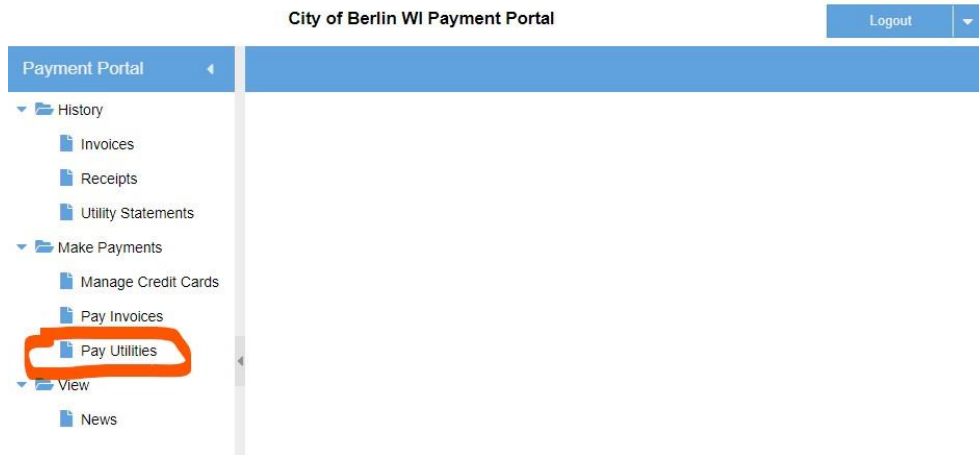
Create a login to access your account

Register Cancel

HELPFUL HINTS if there is an error message:

1. Double check your account number
2. Address entered should be house number and street. EX) 108 N. CAPRON ST
3. Choose a semi-complex password

Once you have an account created, you can make a payment by selecting “Pay Utilities”



You can enter information and select “Next” until your payment is complete.

The screenshot shows the 'Pay Utilities' payment form. At the top, there is a blue header with the text 'Pay Utilities' and a close button. Below the header, there are four buttons: 'Previous', 'Next', 'Submit', and 'Cancel'. The 'Next' button is circled in red. Below the buttons, there is a text box that says: 'To make a payment, select one of the payment options below and press the "Next" button. You will have an opportunity to review your payment.' Below this text, there are two radio button options: 'Total Due' (selected) and 'Other Amount'. The 'Total Due' option shows a value of '\$0.00'. The 'Other Amount' option has an input field with the value '0.00'. A text box with a black border contains the text: 'If you have an amount owing, it will show here.' Below the payment options, there is a blue header with the text 'Utility Charges'. Below this header, there is a table with the following columns: Location, Billing, Billing Date, and Type.

- There will be a convenience fee charged by the third party to use this online payment option
- You cannot pay more than the current balance with this payment option
- You will not be able to set up an automatic monthly payment through this online payment option