

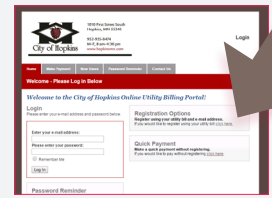
Get Started With Online Billing!

The long awaited City of Hopkins utility billing portal is now live. To get started, grab your most recent utility bill and follow these steps.

- 1 From the City website (www.hopkinsmn.com), click on the “Pay Utility Bill” button to go to the Online Billing Portal.



- 2 Click to register using your utility bill.



- 3 Enter the information from your latest utility bill into the fields.

1010 First Street South
Hopkins, MN 55343
952-935-8474
M-F, 8 am-4:30 pm
www.hopkinsmn.com

Home Make Payment **New Users** Password Reminder Contact Us

New Users

To sign up fill out the information below and click Register.

You will need a recent bill from your utility to fill in some of the information below.

Last Name or Business Name **A**
Your last name or business name as it appears on the bill.

House/Building Number **B**
The house/building number for your service address (do not include street information).

Current Charges **C**
Enter the current charge amount from your most recent bill.

Utility Account Number: **D**
Please make sure you enter the account number with all leading and trailing zeroes and dashes. For example: 123456-123

Registration

E-Mail Address: _____ Password: _____

Confirm E-Mail Address: _____ Confirm Password: _____

Confirm the e-mail address entered. Password must be at least 8 characters in length, and include three of the following:

- Lowercase Letters
- Uppercase Letters
- Numbers
- Special Characters (i.e., @, #, \$, %)

Register

1010 First Street South
Hopkins, MN 55343
952-935-8474
M-F, 8 am-4:30 pm
www.hopkinsmn.com

JANE SMITH
12345 MAIN STREET
HOPKINS, MN 55343

Account Statement

ACCOUNT INFORMATION

ACCOUNT: 089999-000 **D**
SERVICE ADDRESS: 12345 MAIN STREET **B**
SERVICE PERIOD: 2/1/2016 to 2/29/2016
BILLING DATE: 3/1/2016
DUE DATE: 3/21/2016

METER READING

Serial No	Date	Reading	Current Reading	Date	Reading	Cons
93370140	1/5/2016	872866	2/4/2016	876762	3896	

SPECIAL MESSAGE

CURRENT CHARGES

Water	8.49
Sewer	16.75
Stormwater	5.00
Recycle	5.00
Refuse	21.85
Tax	4.10
TOTAL CURRENT CHARGES	61.19 C

BILL SUMMARY

PREVIOUS BALANCE	65.44
PAYMENTS RECEIVED	-65.44

Water Consumption

Usage	3288
-------	------

Notes:

- A. Enter *only* your last name.
- B. Do not include the *street* name—just the number of the *service* address.
- C. **Current** charges, not necessarily *total* charges.
- D. Include the leading and ending zeros (ie: 008528-000)

- 4 Enter your email address and then create a password for your online utility billing account, following the requirements on the screen. (To confirm, please do not copy and paste but retype to make sure the information is entered correctly.)

- 5 Click “Register” and begin taking advantage of all the online features. View your account, make a payment, set up recurring credit card payments and sign up for electronic statements. If you have any problems, call the City at 952-935-8474.



City of Hopkins  Utility Billing Division

1010 1st Street South, Hopkins, MN 55343

952.935.8474 | 952.935.1834 (fax) | www.hopkinsmn.com