



CITY OF BLAIR

NEW CHANGES TO ONLINE BILL PAY:

The City of Blair has implemented a new payment system. The previous Online Payments website through FrontDesk is no longer available for bill payment.

All customers who wish to continue using Online Autopay will need to re-enroll in the new system.

To set up paperless billing, you have some options:

1. Regardless if you have a **balance due today or not**, we can set this up for you if you call **City Hall (402) 426-4191, Option 2**. We will just need your email address to enter in the system, then we will set you up with Paperless Billing, and you will receive an **email confirmation**.
2. If you wish to set up **ACH** through Bank Pay (a voided check) with City Hall, (regardless if you have a **balance due today or not**) we can set you up with **Paperless and ACH** at the same time by:
 - a. Stopping by City Hall – 218 S 16th St,
 - b. Email water@blairne.gov, or
 - c. Click the link below to get the online form from our website.
3. If you **do** have a **balance** today, and wish to set this up yourself, instructions are **below in Option 1**.
4. If you **do not** have a **balance** due today, and you want to set this up yourself, you will need to **wait until after Nov 25th** when the next bill is generated and use **Option 2 below**.

FIRST, CREATE A NEW BS&A ONLINE ACCOUNT

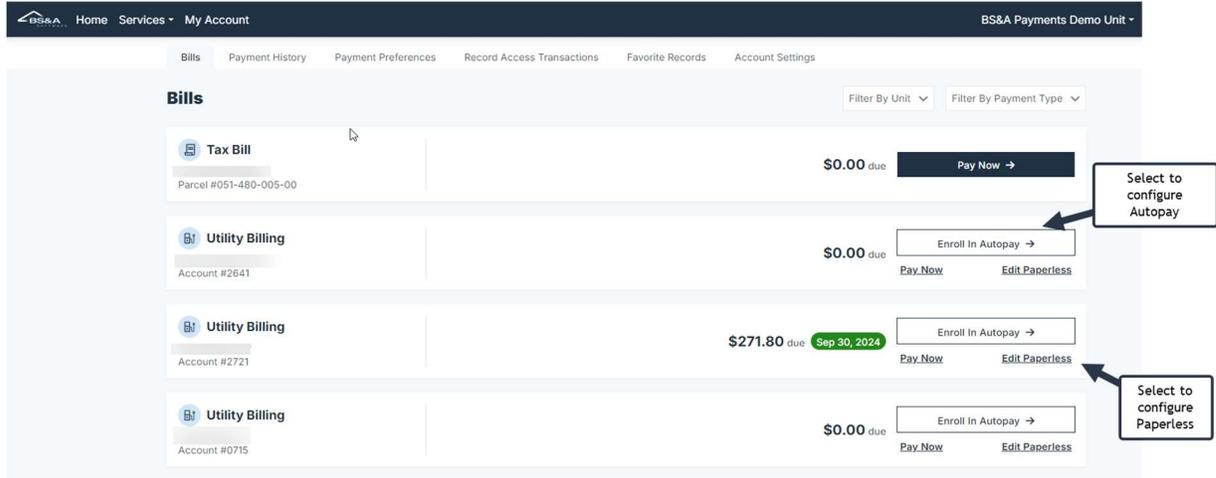
You have **2 Options** available to **set up your accounts** (you must make a payment to register for Autopay and/or Paperless):

1. **If you currently have a balance due – Please use Option 1**
2. **If you currently have a Zero Balance – Please use Option 2** (you will need to **log in again after Nov 25th** to set up **Paperless Online**, using this Option)

Option 1 (For Customers with a Balance Due)

1. Click this link to go to the BS&A Online Payment Portal : [PAYMENT PORTAL LINK](#)
2. Under Pay A Bill – Click the **Pay** Button.
3. Pick Bill Type will be **Utility Billing**.
4. Search by Account Number – this is a **10 Digit #**. If you have 7 or 8 digits, **please add leading 0's**.
Ex. 0004068501.
5. Your Balance Due info will populate. You need to select **“Pay in Full?”** or enter a different **Amount to Pay**. (if you put a checkmark in Pay in Full? – it will automatically enter Amount to Pay).
6. Click **Pay Now**.
7. Next screen select **Create a New Account** in the bottom right corner.
8. You can enter your payment method and then select **Enable Automatic Payments** if you wish to set up Autopay with this method.
9. Next you can go to **My Account > Bills tab**.
10. The button on the right **Enroll in Autopay**, will allow you to update your preferences for AutoPay notifications (including Text messages).

11. Below that button, you can also click on **Edit Paperless** to Update to Receive Paperless Bills, see screenshot below:



Option 2 (For Customers with a Zero Balance Due)

1. Click this link to go to the BS&A Online Payment Portal : [PAYMENT PORTAL LINK](#)
2. In the upper right corner, click **Currently Not Signed In**, then click **Register**.

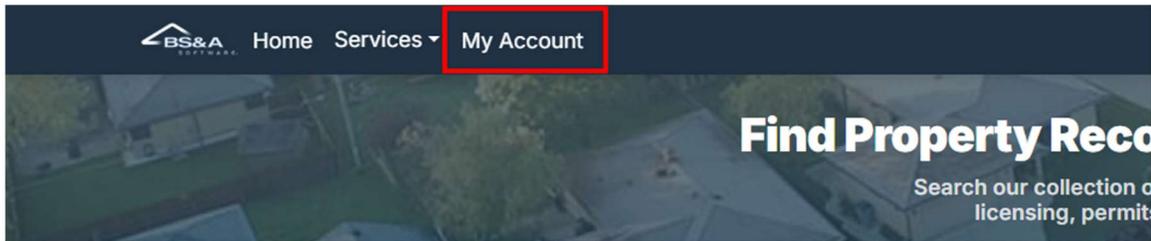


3. Enter a **Username**, **Email address**, and **Password (twice)**. Agree to the **BS&A Online Terms of Use**, click **I'm not a Robot**, then **Create Account**.

The 'Create a new account' form includes the following fields and options:

- Username ***: Your username is what you will use to log into the site.
- Email Address ***
- Confirm Email Address ***
- Password ***
- Re-enter Password ***
- I agree to the [BS&A Online Terms of Use](#)
- Account Information (Optional)** (dropdown menu)
- I'm not a robot (CAPTCHA)
- Create Account** button

4. In the upper left corner, click **My Account**. In this area do the following two things:
- Click on **Account Settings** to update other information in your account, including Two-Factor Authentication security. **Save Changes** when done.



Bills

You have no associated bills

To find your property, use [Search](#).

If your properties have bills, they will appear here.



Account Settings

Save Changes

Basic Information

Email Address*
softballa99@gmail.com

Full Name

Company Name

Address Information

Street Number

Street Direction

Street Name

Address Line 2

City

State

Zip Code

Contact Numbers

Phone Number

Extension

Mobile Number

Fax Number

Other Number

Security

Enable Two-Factor Authentication

Authentication Type
Every X Days

Frequency
14

days

Change Password

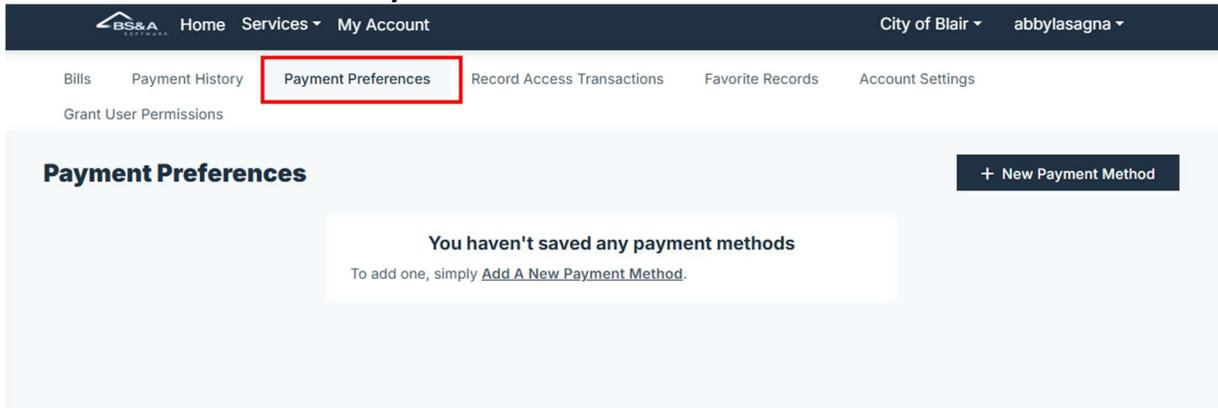
Interested in a Business Account?

- Setup a payment method:

- The only free Autopay option is to setup an ACH payment (checking or savings account draw) through City Hall. Payment for Utility billing will be deducted from your checking or savings account on the 9th of each month. If the 9th falls on a Saturday or Sunday, the deduction will take place the previous Friday.

To enroll in Free ACH, email water@blairne.gov, grab the link from our website www.blairne.gov, or stop by City Hall, 218 S 16th St, to get the form for ACH (we will need a voided check for this process).

- ii. You can also add other payment methods by clicking on **Payment Preferences** then **+ New Payment Method**.



- Debit/Credit card payments include a fee you will pay. **All credit/debit card payments will be charged a 2.95% + \$0.50 convenience fee.**
- Bank payments set up through the Online Website (e-checks) include a payment the City of Blair will pay. **All bank account payments (e-check) the City will be paying the Convenience Fee.**

You still have the **Option** to setup **Online access (to receive a paperless bill only - saving the \$5/month Paper Processing Fee)** and still pay using these available options:

1. **Free ACH** processing (**Voided check and Form to City Hall**).
2. Drop off payment in the **Dropbox**.
3. **Mail Payment** to City Hall – 218 S 16th St.
4. **Front Counter Payment** (Cash/Check/Credit Card accepted) 8:00am – 4:30pm M-F. **All credit/debit card payments will be charged a 2.95% + \$0.50 convenience fee.**

Starting with the **February 2026 bill**, anyone receiving a paper bill will be charged an additional **\$5.00 monthly processing fee**.

Thank you for your understanding and patience during this transition period. Stay connected and please watch for information updates on the City's **Facebook, Instagram, and LinkedIn!** You can also find all updates on the City of Blairs website.