

ENROLLED USER (Registered Account)

1. Choose the Enrollment Option

From the Login Page, click “Enroll”

From the Guest Payment page, click Enroll”

 LOGIN GUEST PAYMENT Login ID <input type="text"/> Password <input type="password"/> Forgot your Login ID? Password Help? <input type="button" value="Login"/>	 LOGIN GUEST PAYMENT Account Number <input type="text"/> Location Code (5 Characters) <input type="text"/> <input type="button" value="eye"/> <input type="button" value="Guest Payment"/>
<p>Don't have a Login ID?</p> <input type="button" value="Enroll"/>	<p>Continue as a guest or enroll</p> <p>Make a one-time payment or enroll today to view and pay bills, and see your account.</p> <input type="button" value="Enroll"/>

2. Authentication using Account Number and Current Location Code



Account Setup

To verify your identity, we need your Account Number and Location Code (5 Characters)

Account Number

1 YOUR ACCOUNT NUMBER

Location Code (5 Characters)

2 YOUR LOCATION CODE

3

3. Enter Your Contact Information

Account Setup

PROFILE LOGIN & PASSWORD TERMS OF SERVICE PAYMENT ACCOUNTS

Name

Name

YOUR NAME WILL DEFAULT

Billing Address

Country

United States

Address

Sample Address Line 1

Address 2

Apt XYZ

City

IGNADO

State

CO - Colorado

ZIP Code

81137

YOUR ADDRESS WILL
DEFAULT AND CANNOT BE
CHANGED HERE

Contact Info

Phone

YOUR PHONE NUMBER

Mobile

[Add Another Telephone Number](#)

Email

YOUR EMAIL ADDRESS

[Add Another Email Address](#)

[Continue to Login & Password](#)

4. Create a Login ID and Password

Account Setup

✓ **PROFILE** **LOGIN & PASSWORD** TERMS OF SERVICE PAYMENT ACCOUNTS

Create an Account

Login ID

CHOOSE YOUR OWN LOGIN ID

Password

CHOOSE YOUR OWN PASSWORD

Passwords must have at least 8 characters and have at least 3 of the following:

- 1 or more numbers
- 1 or more uppercase characters
- 1 or more lowercase characters
- 1 or more of these special characters: *+~/^?^_[~]!@\$

Passwords cannot include:

- the last 3 password
- your name
- your Login ID
- more than 3 repeating characters, numbers or special characters, such as AAAA, 2222 or !!!!
- more than 3 consecutive characters or numbers, such as aBcD or 4567
- the zero character at the start or end
- the word "password" (common dictionary words should be avoided)

Re-enter password, just to be sure

Choose a Security Image and give it a label

You'll see your selected security image and label in email notifications. When you see your image and label on a notification, you can be sure it is from us.



Give your image a label

CHOOSE A PHRASE TO GO WITH YOUR IMAGE

5. Choose Security Questions

Choose Your Security Questions

We'll use these questions to help verify your identity if you forget your login credentials. Make sure you give answers that you can easily remember.

Question 1 What is your grandmother's maiden name on your father's side?	Answer 1 [Text Input]
Question 2 What is your grandmother's maiden name on your mother's side?	Answer 2 [Text Input]
Question 3 How many brothers and sisters did your mother have?	Answer 3 [Text Input]
Question 4 What city was your first job in?	Answer 4 [Text Input]
Question 5 What was your boss's first name at your first job?	Answer 5 [Text Input]

Questions can be changed by selecting the drop down arrow.

[Go Back](#) [Continue to Terms of Service](#)

6. Review & Agree to the Terms of Service

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD **TERMS OF SERVICE** PAYMENT ACCOUNTS

[Terms of Service](#)

By clicking this box, you are enrolling in this service and have read and agree to the [Terms of Service](#) for this site.

Click to review the complete Terms of Service

[Go Back](#) [Continue To Payment Accounts](#)

7. Add Payment Accounts Now or Later

Account Setup

✓ PROFILE ✓ LOGIN & PASSWORD ✓ TERMS OF SERVICE **PAYMENT ACCOUNTS**

Add A Payment Method

You may select a default payment method now. After enrollment you can manage your payment methods.

 BANK ACCOUNT	▶
 CREDIT CARD	▶
 ADD LATER	▶

[Go Back](#)

[Finish Enrollment](#)

8. Check Your Email to Activate Your Account, then Login

FirstName LastName, please activate your Southern Ute Utilities Division account.

 E-BillExpress@E-BillExpress.com
To: Bumpers, Terra

 These will reflect what you entered earlier. Your image, your pass phrase and your account number.

E-BillExpress

My Selected Image:  My Image Label: My Chosen Image My Account Number: 

Please click on the button below to activate your Southern Ute Utilities Division Account.

[activate](#)

[Button not working? If so, click here.](#)

Please **DO NOT** reply to this email. This email message was sent from a notification address that cannot accept incoming email.

To contact us, [click here](#) and review the Contact Us section on our web site.

Your Account is Set Up!

Activate Your Account

We've sent an activation link to suitutil@suitutil.com. Click the link in the email to validate your email address and activate your account with us. If you don't see an email from us, check your "Spam" or "Junk" folders.

After activating your account, click here to login

[Account Login](#)

Resend Activation Email

Didn't get our email? We can resend it to the Email on file or an alternate address.

Send Email to another Email Address

Alternate Address



Enter your login and password from earlier in registration.

[LOGIN](#)

[GUEST PAYMENT](#)

Login ID

Password

[Forgot your Login ID?](#)
[Password Help?](#)

If forgotten, you can reset your own password or call SUIT Utilities for help.

9. Review Your Account, Choose a Payment Amount

Home [Pay My Bills](#) [Exit](#)

Pay My Bills

[Advanced Search](#) [Export](#)

ALL HISTORY

Invoice Date	Due Date	Amount Due	Payment Amount
Account Number UTL FirstName LastName			
<input checked="" type="checkbox"/>	5/13/2020 5/31/2020	758.62	<input type="text" value="100.00"/>

Past Due Amount

Click on the checkbox to pay. Any past due amounts will appear as a reminder of the minimum amount you should pay to avoid service disruption.

Only one Payment Amount field will be available for editing at any time. Previous statements and amounts due will be greyed out, but viewable by clicking on the blue paper with magnifying glass.

MESSAGES

Thank you for your payment.
Click "Add a Payment Method" to enter your credit card, debit card or bank ACH information.

PAYMENT SUMMARY

1 Invoice \$100.00
[Remove All](#)

Payment Method [Add a Payment Method](#)

Pay Date 5/13/2020

10. Add a Saved Payment Method (if not done during account setup)

Add A Payment Method

Choose your preferred payment method to pay your bills.

 **BANK ACCOUNT**

 **CREDIT CARD**

BANK ACCOUNT

Account Type
Personal Business

Banking Type
Checking Account Savings Account

Name on the Account
NICKNAME YOUR ACCOUNT

Routing Number
YOUR 9 DIGIT ROUTING
CAPITAL ONE N.A.

Account #
YOUR ACCOUNT NUMBER

Re-enter Account #

Pay to the Order of _____
⑆ 123456789 ⑆000123456789 1234
Routing Number Account Number

Make sure to use your bank account number, not your ATM or Debit card number.

By continuing this action, you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

Add

11. Make Your Payment

- Payments can be scheduled for future dates
- Payments made on today's date will post if made before 6PM, otherwise they will post the next day
- You must enter an email address and phone number in order to Make Payment

Payments confirmed before Wednesday, May 13, 2020 6:00 PM MT will be posted on Wednesday, May 13, 2020. Payments confirmed after Wednesday, May 13, 2020 6:00 PM MT will be posted on Thursday, May 14, 2020.

[Cancel](#) **Continue to Payment**

Verify Payment

PAYMENT SUMMARY
1 Invoice \$100.00
Payment Method **Add A Payment Method**
[Masked Card] 9999
Payment Date 5/13/2020

Payments confirmed before Wednesday, May 13, 2020 6:00 PM MT will be posted on Wednesday, May 13, 2020. Payments confirmed after Wednesday, May 13, 2020 6:00 PM MT will be posted on Thursday, May 14, 2020.

Payment Terms & Conditions
These terms and conditions govern your use of the Internet Bill Presentment and Payment Service (the "Service"). As used in these Terms, the words "we," "us," and "our" refer to Wells Fargo Bank, N.A. (or its affiliate). The words "you" and "your" refer to you as the business entity accepting these Terms and using the Service. The words "you" and "your" also include any user you authorize to use the Service on your behalf.

1. Erroneous Instructions. If we receive a payment instruction authorized by you and the instruction is erroneous in any way, we shall have no obligation or liability for the error.
2. Transaction Limitations. Please be aware that certain types of bank accounts have limits on the numbers of transfers or withdrawals that may be made per month. Your bank may refuse transfers which would exceed such limits, so we recommend you check with your bank to determine what limitations are imposed on withdrawals from any account. If we are not able to

[Print Terms and Conditions](#)

Name: YOUR NAME
Email: YOUR EMAIL
Phone: YOUR PHONE

[Update Customer and Address Information](#)

By clicking the **Make Payment** button you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, **Test ACH**, confirm that today, Wednesday May 13, 2020, I am authorizing a one-time debit from my Checking account ending in 9999 in the amount of \$100.00 USD to be remitted to Southern Ute Utilities Division. This debit will occur on or after Wednesday May 13, 2020.

Make Payment

12. Setup Automatic Payments



Home

Pay My Bills

AutoPay

AutoPay

Recurring Payment

[+ Create New Recurring Payment](#)

Recurring Payment Message

Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

Recurring Payment Setup

PAYMENT INFO

SCHEDULE

PAYMENT METHOD

AUTHORIZATIONS

Payment Name

Monthly Payment

Select Account Number

UTL

Recurring Payment for Account Number UTL

Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

[Continue](#)

- You Can Pay on the Due Date or A Specific Date Each Month

Recurring Payment Setup

✓ PAYMENT INFO

SCHEDULE

PAYMENT METHOD

AUTHORIZATIONS

When would you like to make your payment?

On Due Date

The payment will be processed on the date identified in the bill as the Due Date.

Day of the Month

Select a valid starting date using the calendar

05/28/2020

Recurring Payment will execute on the specific date of the month that was selected during setup.

- You Can Pay
 - the Amount Due
 - the Amount Due but NEVER more than a specified dollar amount

- a Specific Amount each time no matter what is due
- Underpayments could result in service disruption
- Overpayments will be applied to later statements

Payment Amount

Amount Due	Up to Amount	Fixed Amount	Pay \$ <input type="text"/> each time. Recurring Payment will pay a specific amount.
The payment will be processed for the amount due shown on the bill.	Pay up to \$ <input type="text"/> each time. Recurring Payment will pay invoice Amount Due or maximum amount selected, whichever is less.		

- An automatic payment is active until you cancel it or request SUIT Utilities Division to cancel it on your behalf. (You will receive an email notification if the card on file is going to expire.)

Keep Making This Payment Until

I Stop The Payment
The Recurring Payment will continue until it is cancelled.

[Go Back](#)
Continue

Recurring Payment Setup

✓ PAYMENT INFO	✓ SCHEDULE	PAYMENT METHOD	AUTHORIZATIONS
--------------------------------	----------------------------	---------------------------------------	--------------------------------

Payment Method [+ Add A Payment Method](#)

YOUR ACCOUNT(\$) WILL BE HERE OR YOU CAN ADD ONE ▼

Continue

Recurring Payment Setup

✓ PAYMENT INFO ✓ SCHEDULE ✓ PAYMENT METHOD **AUTHORIZATIONS**

Billing Authorization

[Print Authorization](#)

I authorize Southern Ute Utilities Division to automatically initiate entries to my financial account listed above in this authorization, for payments to my Southern Ute Utilities Division account*****1250 at the stated times listed above.

I further authorize the Financial Institution to accept these debit entries as valid debit activities under my account. Proof of the payment will appear on my financial account statement as one charge to Southern Ute Utilities Division. My authorization will remain in effect for the length of time stated above or until I cancel it online and give Southern Ute Utilities Division a reasonable opportunity to act.

Your Recurring Payment will be initiated and a payment made either after an invoice is rendered, or on a date selected during setup. In the event that no invoice is rendered or the date you select is prior to the posting of an invoice (except for specific date for a fixed amount, which doesn't need a new invoice rendered), then the Recurring Payment will not be made. We are not responsible for a Recurring Payment where no invoice is in the system against which a Recurring Payment can be processed.

By checking this box you agree to the terms and conditions stated above.

[Go Back](#) [Finish](#)

13. Delete Automatic Payments



[Home](#)

[Pay My Bills](#)

AutoPay

AutoPay

Recurring Payment

MONTHLY PAYMENT

[Review/Delete](#)

Paid on Account **UTL**
Paid on Due Date

Manage Recurring Payment

PAYMENT INFO

Payment Name

Monthly Payment

Select Account Number

Choose your account(s)

Recurring Payment will begin following the first billing cycle after you have set up the Recurring Payment (which could be up to 30 days). Continue to pay as usual until you receive an email notifying you the Recurring Payments are being processed.

Next Payment Amount

Amount Due

Payment Schedule

Amount due will be paid when the bill is due

Setup Date

5/15/2020

Next Payment Date

On Due Date

Pay Until

The Recurring Payment will continue until it is cancelled.

▶ PAYMENT METHOD

▶ AUTHORIZATIONS

If you need to make a change, delete the existing auto payment and schedule a new one

[Go Back](#) [Delete](#)