



## HOW TO SIGN UP FOR SARATOGA SPRINGS UTILITY SERVICES

**STEP 1:** Go to [Xpress Bill Pay](#). Sign into Xpress Bill Pay if you already have an account, either with the City of Saratoga Springs or another city, or Create a New Account.

The screenshot shows the Xpress Bill Pay website interface. At the top, the logo 'xpress BILL PAY' is displayed in red and blue. To the right are links for 'MERCHANT LOGIN', 'USER LOGIN', and a 'SIGN UP' button. Below the logo is a navigation menu with 'ABOUT US', 'SECURITY', 'CONTACT US', 'FAQ', and 'FOR MERCHANTS'. The main content area features a white brick wall background. On the left, a laptop displays the website's homepage with the slogan 'THE TRUSTED WAY TO PAY'. On the right, a login form titled 'Login to Pay Your Bills Online' is shown. The form has two input fields: 'EMAIL ADDRESS' (with 'Email Address' as placeholder text) and 'PASSWORD' (with 'Password' as placeholder text). Below these fields is a reCAPTCHA checkbox labeled 'I'm not a robot' and a 'reCAPTCHA' logo with 'Privacy - Terms' links. At the bottom of the form are links for 'Forgot Password' and 'Create a New Account', and a blue 'LOGIN' button. A red circle is drawn around the entire login form area.

**STEP 2:** Once you have either logged in or created your account, click ADD ACCOUNT at the top of the page.

# xpress BILL PAY

ADD ACCOUNT

ACCOUNTS

AUTO PAYS

XPRESS WALLET

**STEP 3:** Enter “City of Saratoga Springs” in the Find your billing organization box. Then click the Search button.

# xpress BILL PAY

ADD ACCOUNT

ACCOUNTS

AUTO PAYS

## Add New Account

Step 1 of 3

Find your billing organization:

Enter Biller's Name, City, State or Zip

Search

**STEP 4:** Click the **City of Saratoga Springs** box.

## Add New Account

Step 1 of 3

Find your billing organization:

City of Saratoga Springs

Search

Billing organizations founded as search (1):



City of Saratoga Springs  
Saratoga Springs, UT

**STEP 5:** Click the Request Utility Service box in the bottom right corner.

The screenshot shows the 'xpress BILL PAY' interface. At the top, there are navigation links: 'ADD ACCOUNT', 'ACCOUNTS', 'AUTO PAYS', 'XPRESS WALLET', and 'HISTORY'. The user is logged in as 'Marilyn Banasky'. The main section is titled 'Add New Account' and is 'Step 2 of 3'. It prompts the user to 'Enter the following information as it appears on your Lehi City bill:' and includes a 'Bill Type' dropdown set to 'Utility', and input fields for 'Account Number' and 'Last Name or Business Name'. Below this is a 'Request Utility Service' section with the instruction: 'If you do not currently have utility service with Lehi City select Request Utility Service:'. A 'Request Utility Service' button is circled in red, and a black arrow points to it from the right.

**STEP 6:** Choose the appropriate application from the menu. Select **Homeowner**.

**\*\*We now require accounts to remain in the property owner's name. It will be the owner/landlord's responsibility to forward billing information to their tenants. The homeowner is responsible for any balance owed on the account.\*\***

The screenshot shows the 'Utility Sign-Up' section. It asks the user to 'Select Service Type for City of Saratoga Springs:'. There is a radio button next to a house icon labeled 'Homeowner', which is circled in red.

**STEP 7:** Continue to fill out the application and pay the \$120.00 deposit. The deposit is applied to your account after 12 months of no delinquency. Your application will be submitted automatically, please call 801-766-9793 ext. 100 if you have any questions.