Instructions for Online Bill Pay for Utility Bills
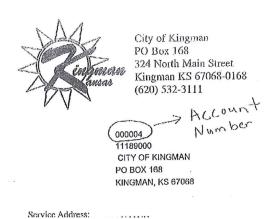
1. Go to: www.cityofkingman.com
2. In the upper right corner of the page is a blue button called "ONLINE BILL PAY"
3. Press the ONLINE BILL PAY button
4. At the bottom of the Log In page there is a button called "QUICK PAY"
5. Press the QUICK PAY button
6. In the Find Account search line, input your utility account number. This is a 6-digit number found on your utility bill.

City of Kingman
PO Box 168
324 North Main Street
Kingman KS 67068-0168
(620) 532-3111

→ Account Number

000004
11189000
CITY OF KINGMAN
PO BOX 168
KINGMAN, KS 67068

Service Address: ....

Message Board:
The next Utility Hearing is scheduled for 6pm at City Hall on Thursday, March 26, 2020.

—City Office Hours 8 am to 5 pm.
—Emergency Contact After Hours 532-3138.
—Due date is the 10th of each month. An account is considered paid when payment is received in our office. You should allow 4-5 days for delivery.
—Payments must be RECEIVED in the OFFICE by specified dates to avoid disconnection of services for nonpayment. Should service be disconnected, reconnects are only available from 8 am to midnight.

7. Press FIND ACCOUNT button
8. Your service address and balance due should appear in the next screen.
9. PLEASE IGNORE THE BILL STATUS COLUMN ON THIS PAGE. Our system will automatically list an account for "SHUT OFF" if a payment is past due. This is something we cannot fix and has NO impact on your official account status.
10. Select form of payment: either credit/debit card or echeck
11. Accurately complete the credit/debit card or echeck information requested for payments to properly process.
12. Input the amount you wish to pay in the PAYMENT AMOUNT area, which should normally populate with the amount owing. You can, however, list any amount you wish to pay – partial payments are accepted.
13. After completing all of the information, press the PAY button.
14. The system will ask if you want an email receipt, but THIS FUNCTION DOES NOT WORK PROPERLY. If you would like a receipt, please call City Hall and we can send one to you via email.
15. This will complete the ONLINE BILL PAY process.