


To Set Up Autopay

Go to: <https://duvallwa.pay.opengov.com/> (If you have already set up your online Utility Billing account, please log in and skip to page 2 to set up Autopay only)



City of Duvall Utility

Welcome to your account online

Please use the navigation buttons instead of the back button whenever possible for a better experience.

Account number:

Or email address:


Password/PIN:

Leave blank when entering the account number and pin number

In the Account number boxes, enter the account number provided above.

In the Password/PIN box, enter the pin number provided above.

Click log in to access your account.



City of Duvall Utility

Home Page

ACCOUNT

FINISH ACCOUNT REGISTRATION

PAYMENT

Make a One Time Payment

HISTORY

Last Bill

Consumption History

Balances by Services

Billing and Payment History

Correspond with Billing Office

LOGOFF

Home Page

i Your account is current.

Basic Info Additional Acc Info

Account number	0
Service address	4
Total amount due	
Account status	A
Past due amount	
Cycle number	

Choose **“FINISH ACCOUNT REGISTRATION”** On this screen, set up a new password, security question and email. **Log off**, then **log back in using just your email and password**. When logged into your account with your email and password, you will have full access to your account, including the ability to set up automatic payments.

When logged in with your email and password, the Menu will have the following options:

The screenshot shows the City of Duvall Utility Home Page. The left sidebar menu includes sections for ACCOUNT, PAYMENT, HISTORY, and LOGOFF. Under the PAYMENT section, 'Manage/Setup Credit Card Autopay' and 'Manage/Setup Bank Acct Autopay' are circled in red. The main content area displays a 'Home Page' header, a status message 'Your account is current.', and a 'Basic Info' section with various account details.

City of Duvall Utility	
Home Page	
ACCOUNT	
Change Password	
Account Settings and E-Billing	
PAYMENT	
Make a One Time Payment	
Manage/Setup Credit Card Autopay	
Manage/Setup Bank Acct Autopay	
HISTORY	
Last Bill	
Consumption History	
Balances by Services	
Billing and Payment History	
Correspond with Billing Office	
LOGOFF	

Home Page

i Your account is current.

Basic Info Additional Acc Info

Account number	00
Service address	4-
Total amount due	
Account status	Ac
Past due amount	
Cycle number	
Current amount due	

Choose either Manage/Setup Credit Card Autopay or Manage/Setup Bank Acct Autopay based on your payment preference. Follow the prompts to enter the information for setting up the payment.

On complete, return to the Home Page and verify setup. The Automatic payment and Automatic payment type boxes on the right side will read "Yes" and "Credit Card" or "Prenote" if set up was successful. Call 425-788-1185 or email utilitybilling@duvallwa.gov with questions.