

**Pay your Utility Bill Online!**  
 Visit us at <https://pismo beach.merchantransact.com> today!

**Benefits**

- ✓ Sign up for electronic bills (e-bills) to be sent to your email
- ✓ View your account history and status of your account
- ✓ Set up automatic payments through your credit card, checking or savings account
- ✓ Pay your bill online with a credit card (Mastercard, Visa, or Discover) or from your bank account at no additional fee!
- ✓ Check water usage history
- ✓ View your current and past bills online
- ✓ Save on postage and paper



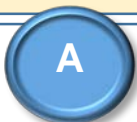
Go Online



Register



Pay



**Step 1:** Visit us at <https://pismo beach.merchantransact.com>

**Step 2:** Click on the "First time user? Register Now" link

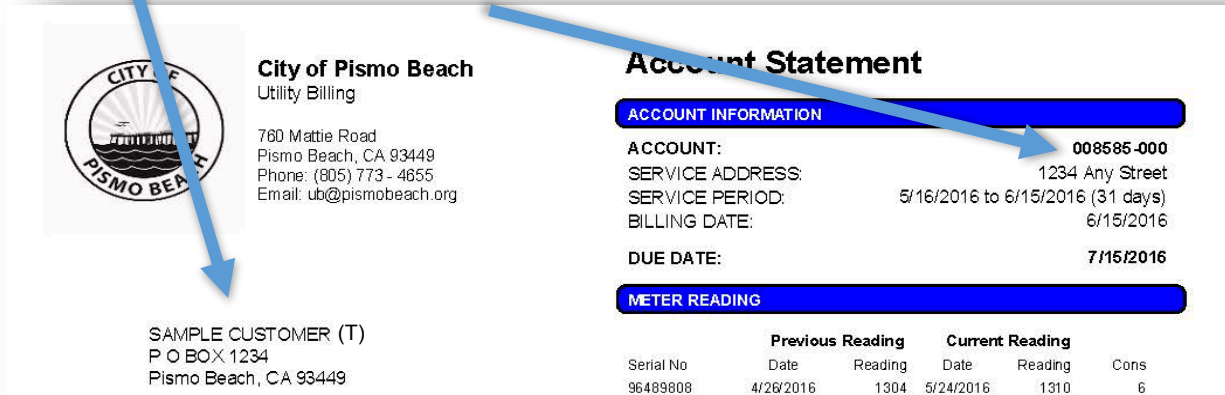


**Step 3:** From your most recent bill, fill in your

Last Name or Business Name (Include (T) indicator if you are a tenant at the property)

House/Building Number (Do not include the street name)

Utility Account Number (Enter the full 9 digit # including the dash)



**Step 4:** Type in your e-mail address and create a new password.

Enter both again to confirm, then click

Congratulations, you have successfully registered and can now view your account!



**Step 5:** Before you can make any payments or changes to your account, you must verify your email. On the **My Profile** tab, click on the **Click Here** link under **Verify E-mail Address**. Look for an email from [noreply@merchantransact.com](mailto:noreply@merchantransact.com) and click on the embedded link.

- ✓ To set up e-bills go to the **My Profile** tab, click on your account number in the **Your Accounts** section, and select your preferences.
- ✓ To set up automatic payments, click on **Add a New Payment Method** on the **My Profile** tab, enter your payment information, and select the option to automatically debit your account.

**For assistance please contact us:**

City of Pismo Beach, Utility Billing  
 Email: [ub@pismo beach.org](mailto:ub@pismo beach.org)  
 Phone: 805-773-7009  
 Visit: 760 Mattie Road, Pismo Beach, CA 93449

