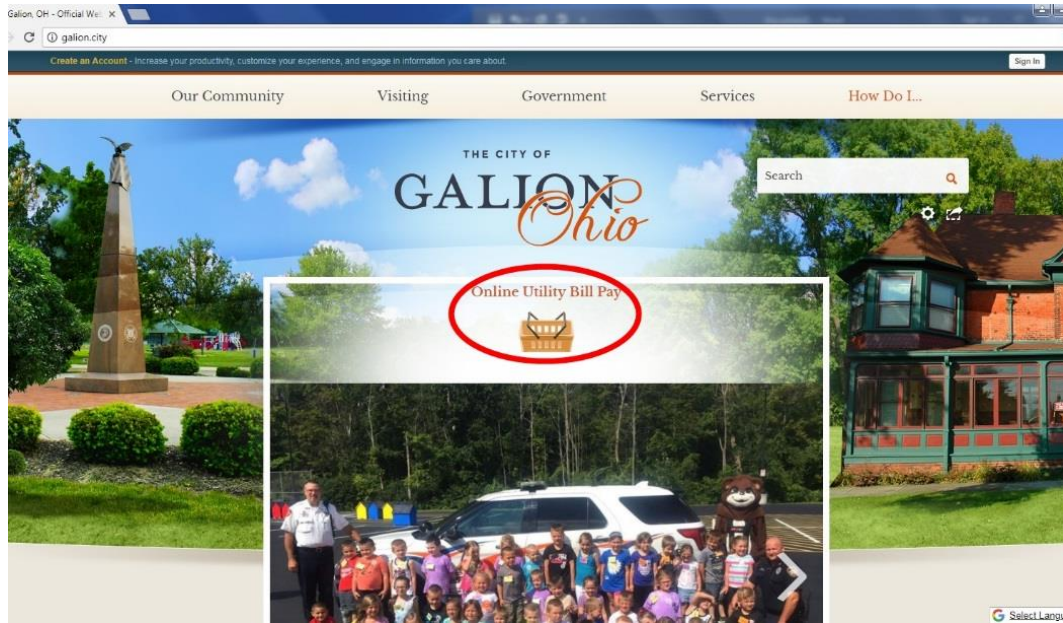


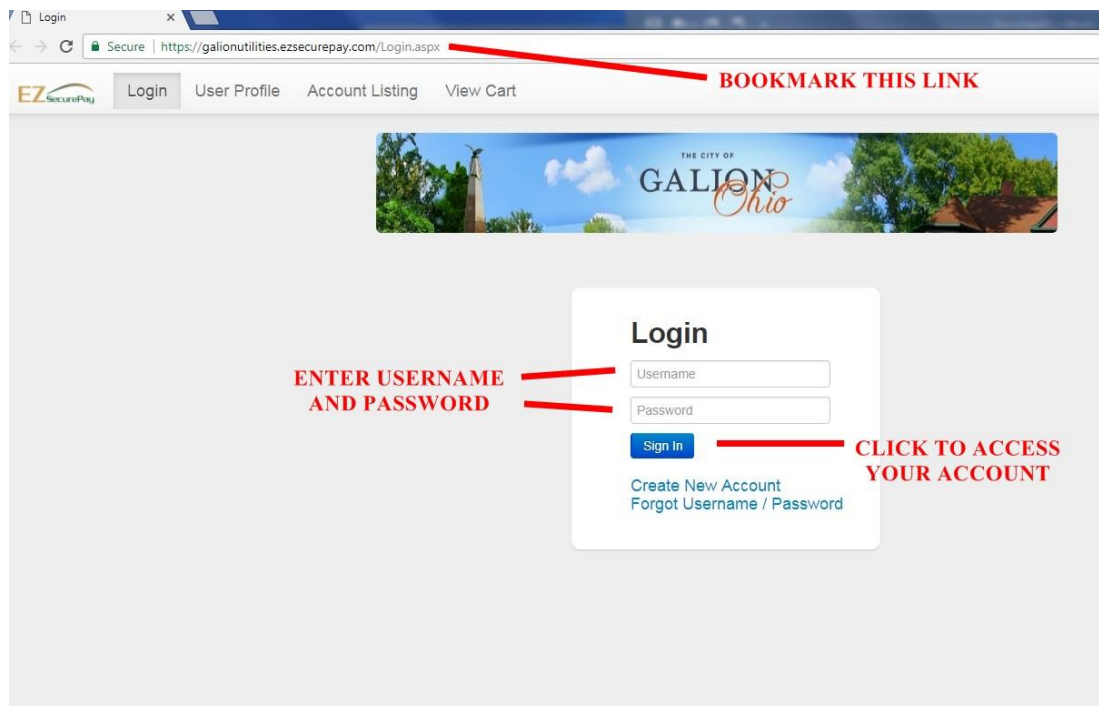
How to Pay Your Bill Online

1. Go to www.galion.city and click the shopping basket icon.



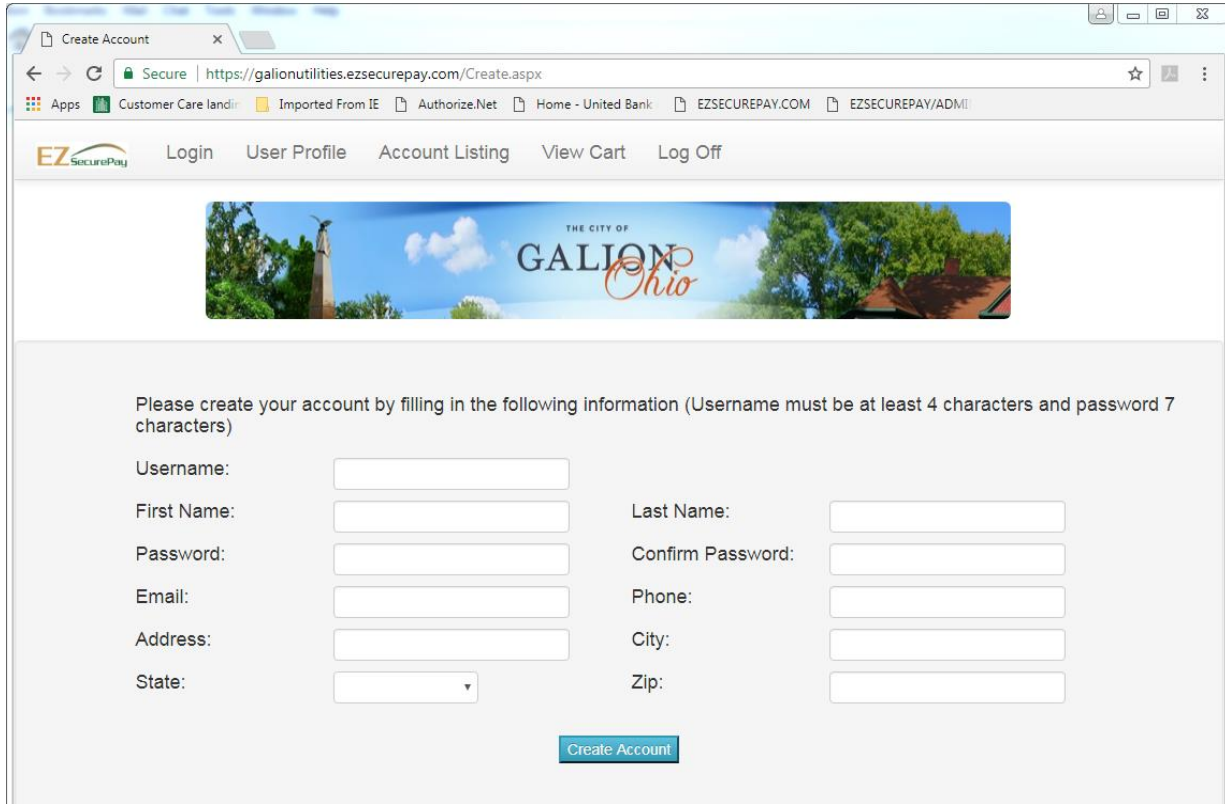
2. This directs you to the payment portal, EZ Secure Pay. Remember to bookmark the URL to this page for easier access in the future. Enter your username and password (or create an account if you do not have one).

Then click the blue "Sign In" button.



How to Pay Your Bill Online

NOTE: If you had an account through the previous payment system, your username will be the same but you will be required to enter a new password. If you are a first-time user, you'll need to create an account. This only takes a couple minutes. To create a new account, fill out all of the fields in the form pictured below.



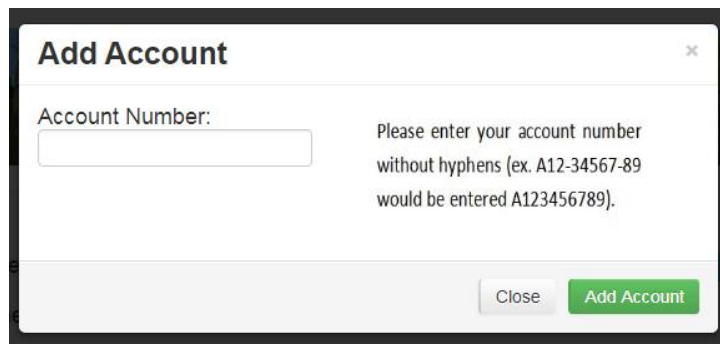
The screenshot shows a web browser window with the URL <https://galionutilities.ezsecurepay.com/Create.aspx>. The page features the EZ SecurePay logo and navigation links: Login, User Profile, Account Listing, View Cart, and Log Off. Below the navigation is a banner for "THE CITY OF GALION Ohio" with a scenic image. The main content area contains a form titled "Please create your account by filling in the following information (Username must be at least 4 characters and password 7 characters)". The form fields are arranged in two columns:

Username:	<input type="text"/>		
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Password:	<input type="text"/>	Confirm Password:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Address:	<input type="text"/>	City:	<input type="text"/>
State:	<input type="text"/>	Zip:	<input type="text"/>

At the bottom of the form is a blue "Create Account" button.

In the next window, enter the Account Number for the account you are paying. No dashes. The account number appears on your bill. If you need assistance, please call the Utility Office at 419-468-6611 or email galionutilities@galion.city.

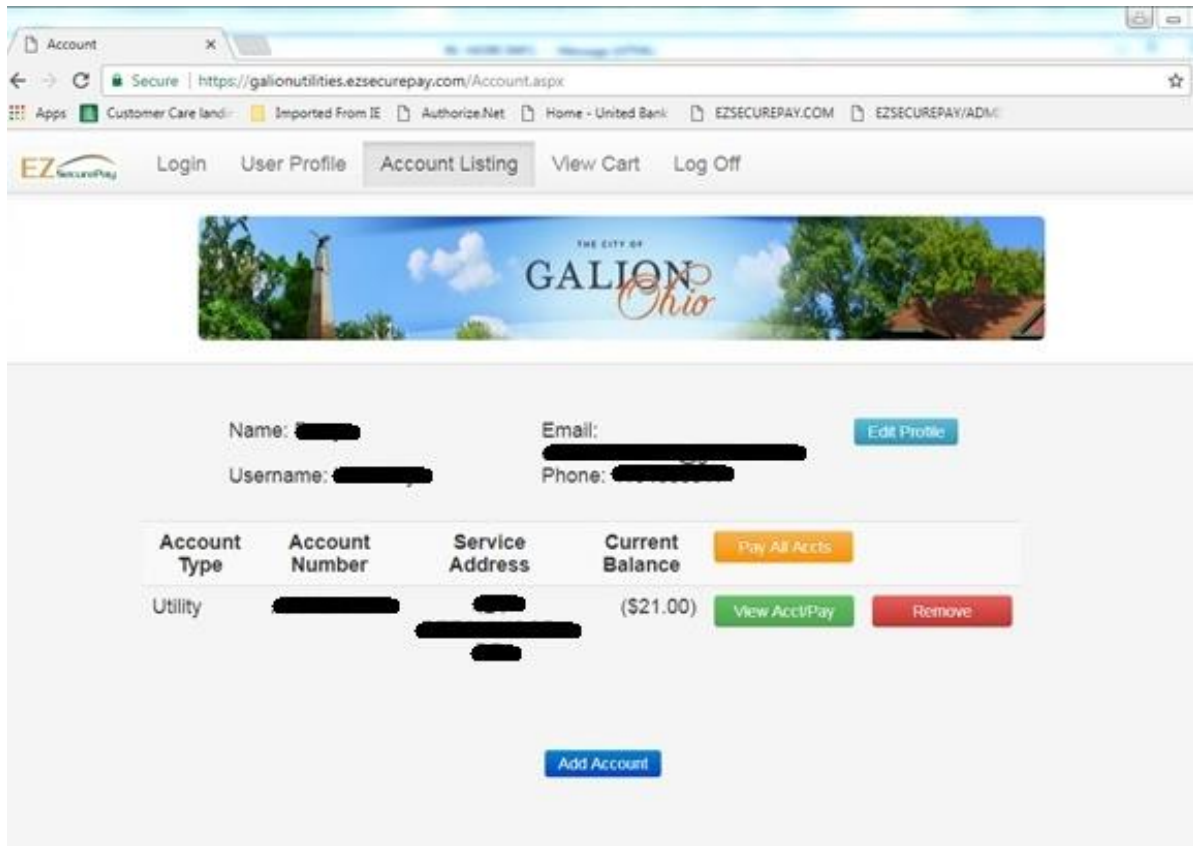
Then click add account.



The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. It contains a text input field labeled "Account Number:". To the right of the field is the instruction: "Please enter your account number without hyphens (ex. A12-34567-89 would be entered A123456789)". At the bottom of the dialog are two buttons: "Close" and "Add Account".

How to Pay Your Bill Online

Ensure the information on this page is correct. If so, click the green “View Acct/Pay” button.



The screenshot shows a web browser window with the URL <https://galionutilities.ezsecurepay.com/Account.aspx>. The page features the EZsecurePay logo and navigation links: Login, User Profile, Account Listing (selected), View Cart, and Log Off. Below the navigation is a banner for "THE CITY OF GALION Ohio".

User profile information is displayed as follows:

- Name: [Redacted]
- Email: [Redacted] [Edit Profile](#)
- Username: [Redacted]
- Phone: [Redacted]

Below the profile information is a table of accounts:

Account Type	Account Number	Service Address	Current Balance	
Utility	[Redacted]	[Redacted]	(\$21.00)	View Acct/Pay Remove

At the bottom of the account list is an [Add Account](#) button.

You're all set! When you login to your account, you can view your account information and usage history, pay your bill, and sign up to receive your monthly bill by email.

If you have questions about using the online payment portal, please call the Utility Office at 419-468-6611 or email galionutilities@galion.city.