

Establishing an Online Account and Auto Pay

Please visit <https://burnsvillemn.watersmart.com>

Enter your Account Number and Zip Code. The system will find your account and you will set up online login credentials using your email and a password.

Please keep note of your new credentials for future login use.

Once you are logged into WaterSmart, click the View Bill button on the home page. Then click the blue Pay bill button to be redirected to our online eBill and payment vendor site, Billtrust.

If you would like to establish Auto Pay, please follow the instructions below.

- 1) Click the Payment Setup Tab
 - a. Enter either a checking account or a credit card on this page. Please note, the "Friendly Name" is used to find your payment information later.
 - b. Click Save
- 2) Click the Options Tab
 - a. Click the blue Edit button in the lower right hand corner under the Actions column
 - b. Fill out the Section under the Manage Auto Pay Rule
 - i. Set a Payment threshold. This is an amount that you would be comfortable paying up to in a certain month. The system will only take out the bill amount, but you do want to set the threshold high enough so all bills are paid. If a bill is ever higher than your threshold, you will need to login to your account to make a payment for the difference to avoid any late fees.
 - ii. Pick your payment account you set up earlier where it says No Auto Pay
 - iii. Click the box to agree to the terms and conditions.
 - iv. Click Save

You will want to schedule a one-time payment for the balance on the account as the auto pay will not be active until next month's billing cycle. You can do this by clicking the Summary tab and the green Pay button before the due date.

Contact Utility Billing if you need further assistance either by email utilitybilling@burnsvillemn.gov or by phone 952-895-4480 Monday through Friday 8:00am to 4:30pm.