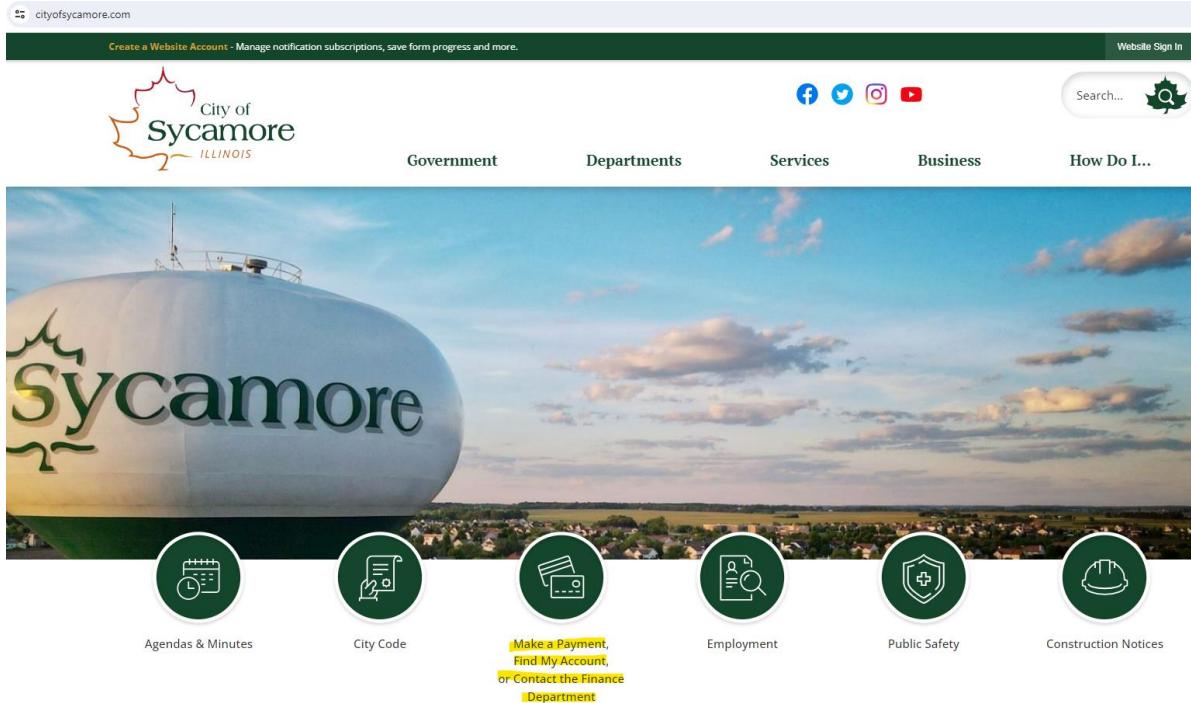


## How to Register and Pay Your Bill Online

1. Visit [www.cityofsycamore.com](http://www.cityofsycamore.com)
2. Click the Make a Payment, Find my Account, or Contact the Finance Department button.



3. Click orange letters City of Sycamore Billing Portal.

[Home](#) > [Services](#) > [Make a Payment](#)

## Make a Payment

### Utility Bill

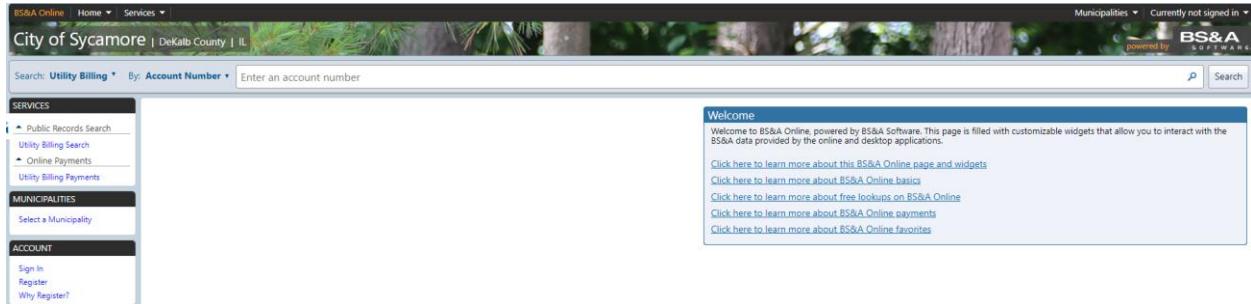
City of Sycamore Utility Bills can be accessed and paid at the following link:

- [City of Sycamore Billing Portal](#)

Questions about your bill? Contact our Utility Billing Line at 815-899-1386.

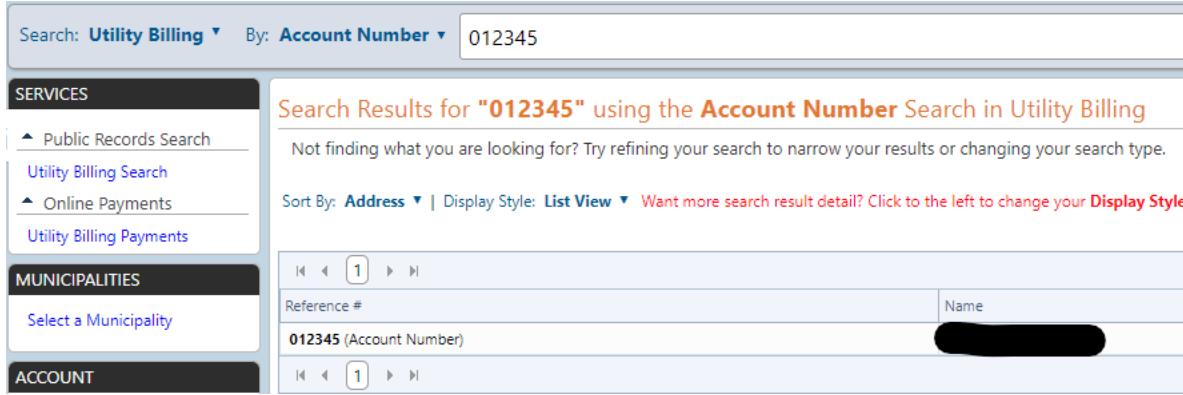
4. Click Proceed to Site on pop up window.

5. Search by Account Number or change drop down to search by Name.  
a. Enter information, then click Search.



The screenshot shows the BS&A Online utility billing search interface. At the top, there's a navigation bar with 'BS&A Online', 'Home', 'Services', and a dropdown for 'Municipalities' which is currently set to 'Not signed in'. Below the navigation is a search bar with 'Search: Utility Billing' and 'By: Account Number', followed by a text input field 'Enter an account number' and a 'Search' button. On the left, a sidebar titled 'SERVICES' includes links for 'Public Records Search', 'Utility Billing Search' (which is currently selected), 'Online Payments', and 'Utility Billing Payments'. Another sidebar titled 'MUNICIPALITIES' has a link 'Select a Municipality'. At the bottom of the sidebar is an 'ACCOUNT' section with links for 'Sign In', 'Register', and 'Why Register?'. The main content area is titled 'Welcome' and contains links to learn more about the service, including 'BS&A Online page and widgets', 'BS&A Online basics', 'free lookups on BS&A Online', 'BS&A Online payments', and 'BS&A Online favorites'. The BS&A Software logo is in the top right corner.

6. Click on your account information.



The screenshot shows the search results for account number '012345'. At the top, the search parameters are 'Search: Utility Billing' and 'By: Account Number' with the value '012345'. The main content area is titled 'Search Results for "012345" using the Account Number Search in Utility Billing'. It includes a message: 'Not finding what you are looking for? Try refining your search to narrow your results or changing your search type.' Below this, there are sorting options: 'Sort By: Address' and 'Display Style: List View'. The results table has two columns: 'Reference #' and 'Name'. The first row shows '012345 (Account Number)' and a redacted 'Name'. Navigation arrows are at the top and bottom of the table.

7. Enter Account PIN, then click Submit. Your account PIN can be found on Utility Bill under your account number.



SYCAMORE, IL 60178

**PAYMENT**  
*Please detach and return top*

**SERVICE DETAILS**

CUSTOMER NAME  
ACCOUNT NUMBER  
ACCOUNT PIN: **a704715**  
SERVICE ADDRESS  
BILLING DATE: 05/31/2024  
READING PERIOD: 02/29/2024 to 05/01/2024

SERVICE	PREVIOUS READ	CURRENT READ	TYPE	USAGE
WATER SERV	375	385	A	10

8. Click Pay Now in red box in upper right corner.

SYCAMORE, IL 60178 (Property Address)  
Account Number: 012345 Map It | Print

**UB Customer Name**  
Summary Information > Utility Billing information found

**Utility Bill Info**

**Jump To:** Customer Information | Current Bill | History (334 Items Found) | Usage History Chart

**Customer Information** Back To Top

Name \_\_\_\_\_ Address \_\_\_\_\_ Account Number 012345 Amount Due  
Total Amount Due \$0.00 **Pay Now**

**Current Bill** Back To Top

Amount Due \$0.00 Click here for a printer friendly version

Amount Due	Due Date	Bill From	Bill To
\$0.00	06/15/2024	03/01/2024	05/01/2024

Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance
CONVERSION ITEM	\$0.00	\$0.00	\$0.00	\$0.00
INFRASTRUCTURE	\$0.00	\$0.00	\$0.00	\$0.00
RADIUM REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00
REFUSE/GARBAGE	\$0.00	\$0.00	\$0.00	\$0.00
see to the <a href="#">ESNA Online Terms of Use</a>	\$0.00	\$0.00	\$0.00	\$0.00
UNAPPLIED CASH	\$0.00	\$0.00	\$0.00	\$0.00

9. Click Make Payment button in bottom right corner.

Home > Search Results > Record Details > Make Payment

**Make a Payment on a Utility Bill**  
Utility Billing Online Payment Service

Account: 012345

Name & Address Information

SYCAMORE, IL 60178

Pay Utility Bill

Click the **Make Payment** button to continue.

Billing Item	Balance
CONVERSION ITEM	\$0.00
INFRASTRUCTURE	\$0.00
RADIUM REMOVAL	\$0.00
REFUSE/GARBAGE	\$0.00
SEWER SERVICES	\$0.00
UNAPPLIED CASH	\$0.00
WATER METER MAINT	\$0.00
WATER SERVICES	\$0.00

Note: You will have the option of paying less than the full balance on the following pages

**Make Payment**

10. Click Proceed to Payment.

Contact Us

 City of Sycamore

**>Your Invoice**

Click on Proceed to Payment when you are ready to pay.

**Type - Utility**

Type	Account #	Invoice #	Due Date	Balance Due	Options
Utility	012345	20240521-UB-12345-02610	6/15/2024	\$0.00	<a href="#">View Invoice</a>

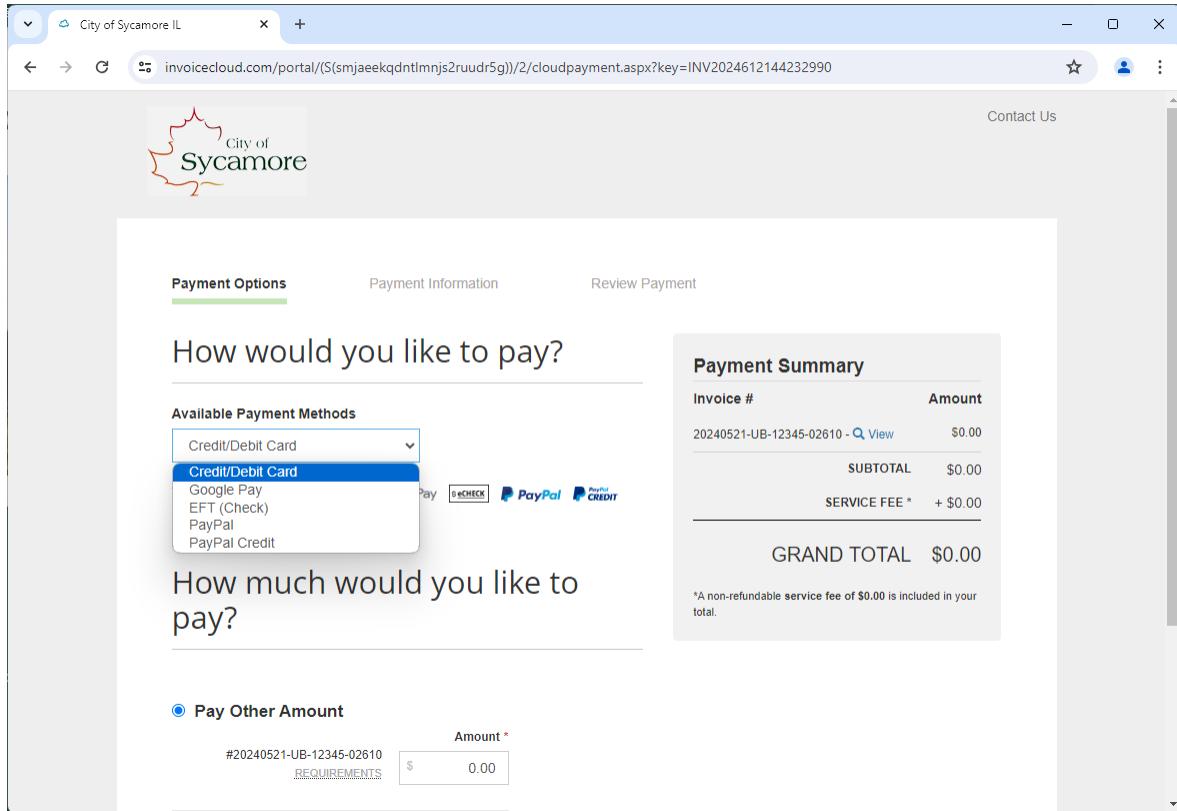
**Subtotal (1 Items) \$0.00**  
*Not including any applicable service fees.*

**Proceed to Payment**

**Additional Options**

**I want to Register this Account**

a. Proceed to Payment.



The screenshot shows a web browser window for the City of Sycamore IL, displaying a payment interface. The header includes the City of Sycamore logo and a 'Contact Us' link. The main content area is titled 'Payment Options' and shows a list of available payment methods. A dropdown menu is open, showing 'Credit/Debit Card' as the selected option, with other options like Google Pay, EFT (Check), PayPal, and PayPal Credit listed below. To the right, a 'Payment Summary' table provides details for an invoice. The table includes columns for 'Invoice #' and 'Amount'. The invoice number is 20240521-UB-12345-02610, with a view link. The amount is \$0.00. The summary also shows a 'SUBTOTAL' of \$0.00, a 'SERVICE FEE' of + \$0.00, and a 'GRAND TOTAL' of \$0.00. A note at the bottom states: 'A non-refundable service fee of \$0.00 is included in your total.'

Invoice #	Amount
20240521-UB-12345-02610 - <a href="#">View</a>	\$0.00
<hr/>	
SUBTOTAL	\$0.00
SERVICE FEE *	+ \$0.00
<hr/>	
GRAND TOTAL	\$0.00

11. Select Available Payment Methods (Credit/Debit Card, Google Pay, EFT (Check), PayPal, PayPal Credit).

- a. Enter Payment Amount.
- b. Click Continue to Payment Information.

Payment Options      **Payment Information**      Review Payment

Please enter your card information

Cardholder Name **\***

Card Number **\*** [SWIPE CARD?](#)      CVV **\*** [WHAT'S THIS?](#)  
Card number      CVV

Expiration Date **\***  
 June       2024

Billing Address **\***

Country **\***  
 United States

City **\***      State **\***      Zip **\***  
 SYCAMORE       Illinois       60178

Email **\***  
 Email Address

[Continue to Review Payment](#) | [Go back to Payment Options](#)

**Payment Summary**

Invoice #	Amount
20240521-UB-12345-02610 - <a href="#">View</a>	\$0.01
SUBTOTAL	\$0.01
SERVICE FEE *	+ \$3.00
<b>GRAND TOTAL</b> \$3.01	

\*A non-refundable service fee of \$3.00 is included in your total.

12. Enter your payment information based on the Payment Method selected. Complete all required fields indicated with the red asterisk.

- a. Click Continue to Review Payment.
- b. Note: all payments are applied a 2.95% (or \$3.00 whichever is greater) service fee by our merchant services provider.

13. Review payment and Submit.