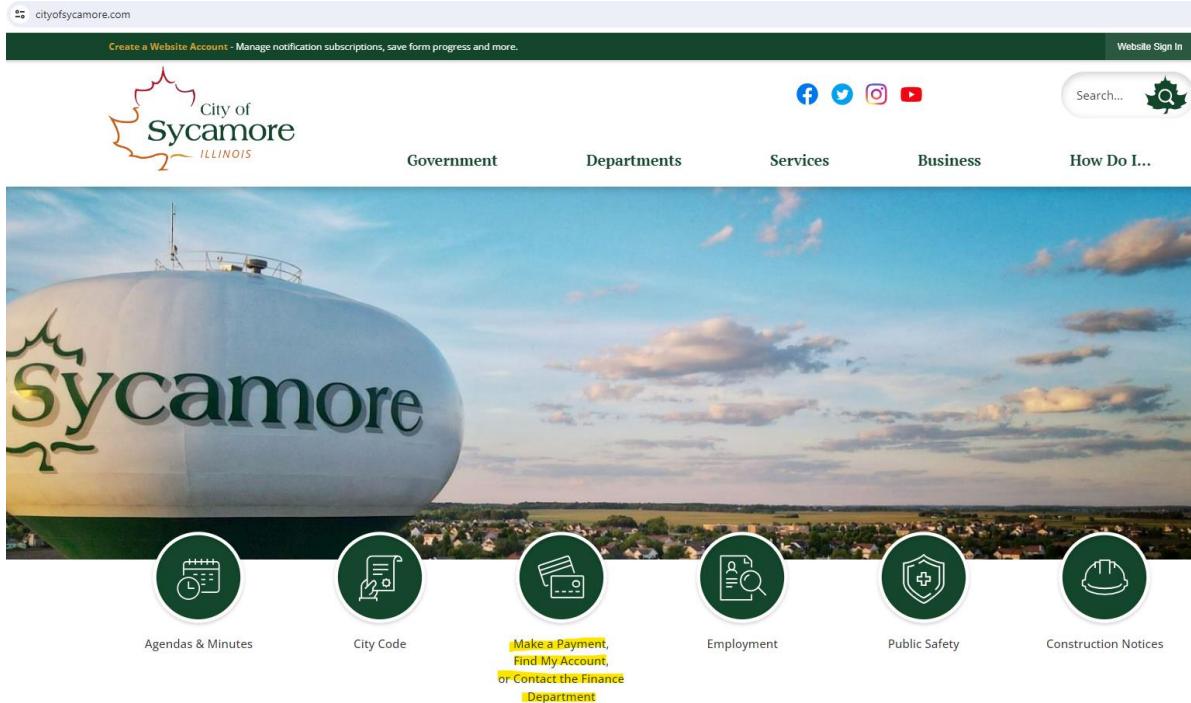


## How to Register Account

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

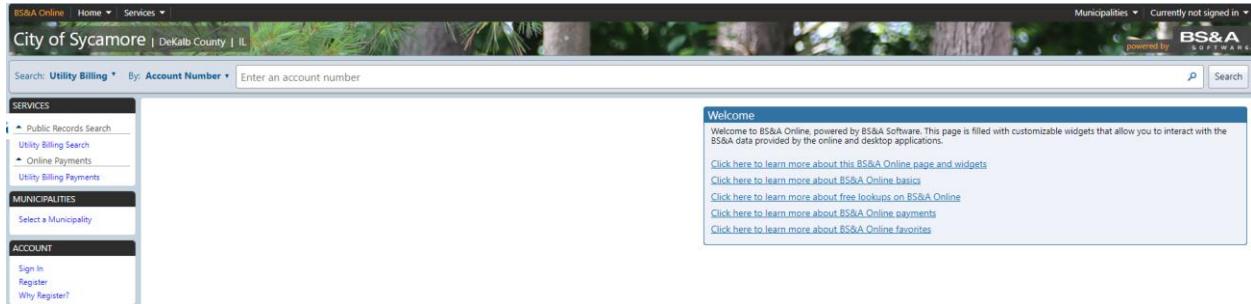
City of Sycamore Utility Bills can be accessed and paid at the following link:

- [City of Sycamore Billing Portal](#)

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

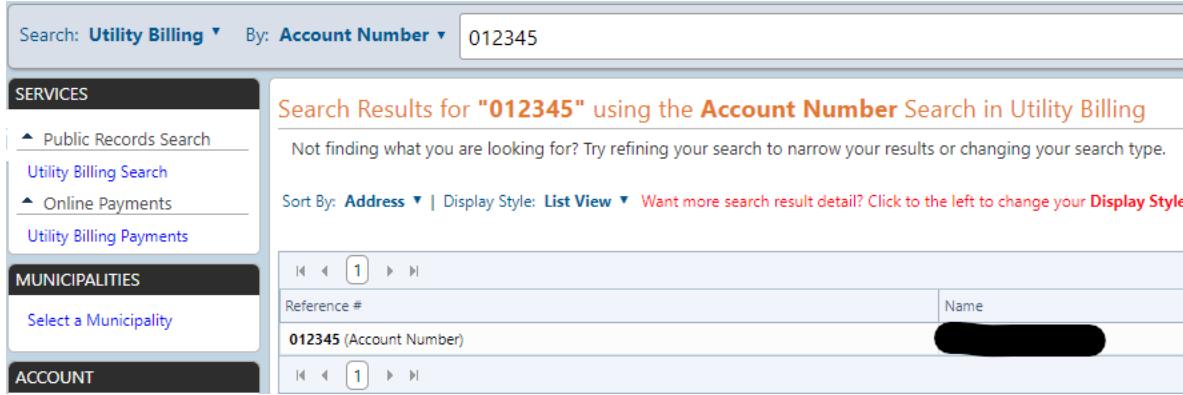
4. Click Proceed to Site on pop up window.

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 banner for 'City of Sycamore | DeKalb County | IL'. The main search area has a search bar with 'Utility Billing' selected and 'Account Number' entered, followed by a 'Search' button. To the left is a sidebar with 'SERVICES' (Public Records Search, Utility Billing Search, Online Payments, Utility Billing Payments), 'MUNICIPALITIES' (Select a Municipality), and 'ACCOUNT' (Sign In, Register, Why Register?). To the right is a 'Welcome' box with links to learn about the page, widgets, and various online features.

6. Click on your account information.



The screenshot shows the search results for account number 012345. The search parameters are 'Utility Billing' and 'Account Number' with the value '012345'. The results are displayed in a table with columns for 'Reference #' and 'Name'. The first result is '012345 (Account Number)' and 'Name' (redacted). Navigation buttons for the results table are shown at the top and bottom.

Reference #	Name
012345 (Account Number)	[REDACTED]

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



### UTILITY BILLING STATEMENT

Office: 308 West State Street Sycamore, IL 60178  
 Hours: 8:30 AM - 5:00 PM, Mon-Fri (Except Holidays)  
 Phone: (815) 899-1386

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	\$0.00	Bill From	03/01/2024	
Due Date	06/15/2024	Bill To	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> <span style="border: 1px solid black; padding: 2px;">X</span>	\$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 I want to Register this Account.

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**

11. Enter email address and create password.

- a. Check box if you want to sign up for Paperless billing.
- b. Click Complete Registration.

## Register

---

Please fill out this form to complete your registration. All required fields are marked with a **\***.  
[Click here for information on linking accounts together.](#)

**Account Number \***

012345

**Email Address \***

johndoe123@myemail.com

**Confirm Email Address \***

johndoe123@myemail.com

**Create Password \***

\*\*\*\*\*

**Password Strength**

Strong

**Confirm Password \***

\*\*\*\*\*

**Password Strength**

Strong

**⚠ Create Password and Confirm Password must match**



I would like to sign up for Paperless

Registrant hereby acknowledges that he or she is the valid, authorized signatory for this account, with full responsibility for decisions related to this account, and that the Registrant agrees to the following Terms and Conditions. [Click to view Terms, Conditions](#)

**Complete Registration >**