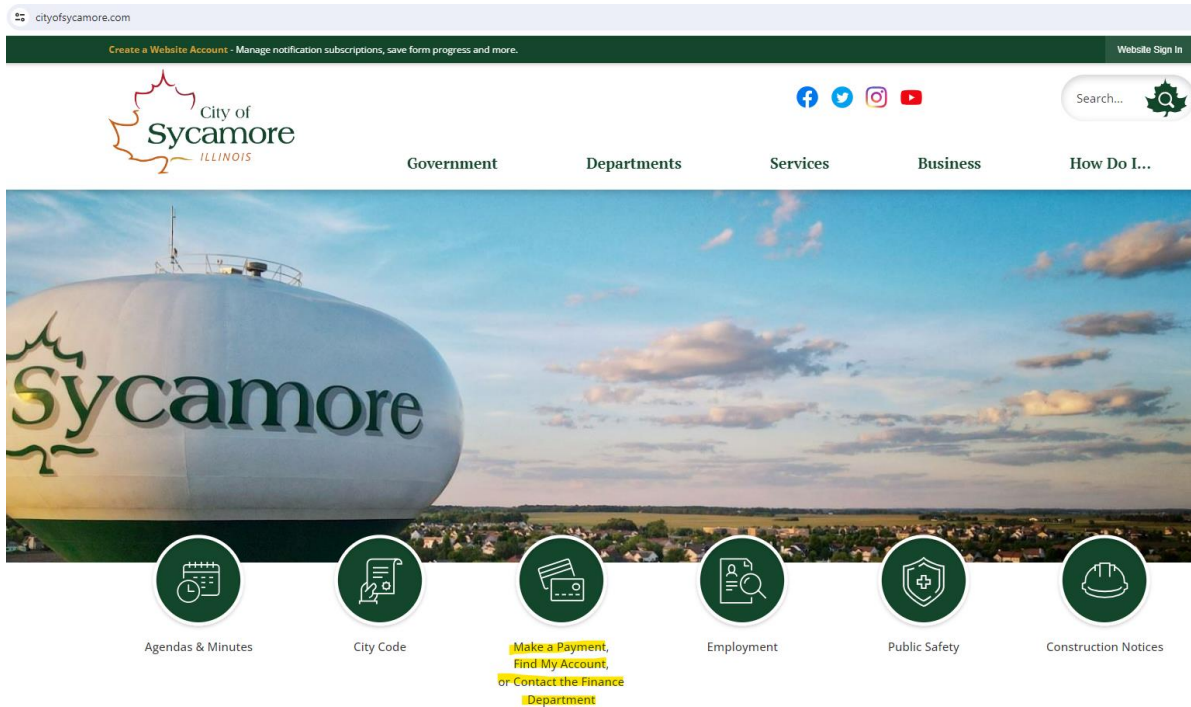


## How to Register and Pay Your Bill Online

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 interface for the City of Sycamore, DeKalb County, IL. The header includes navigation links for Home, Services, and Municipalties, along with a login status 'Currently not signed in'. A search bar is prominently displayed with the text 'Search: Utility Billing By: Account Number' and a placeholder 'Enter an account number'. A 'Search' button is located to the right of the search bar. On the left side, there is a sidebar menu with sections for SERVICES (Public Records Search, Utility Billing Search, Online Payments, Utility Billing Payments), MUNICIPALITIES (Select a Municipality), and ACCOUNT (Sign In, Register, Why Register?). On the right side, a 'Welcome' message is displayed, stating 'Welcome to BS&A Online, powered by BS&A Software. This page is filled with customizable widgets that allow you to interact with the BS&A data provided by the online and desktop applications.' Below the welcome message are several links for more information about the system and its features.

6. Click on your account information.

The screenshot shows the search results page for the account number 012345. The search bar at the top shows 'Search: Utility Billing By: Account Number' with the value '012345'. The left sidebar menu is the same as in the previous screenshot. The main content area displays the 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'. A link is provided to change the display style: 'Want more search result detail? Click to the left to change your Display Style'. The search results are displayed in a table with two columns: 'Reference #' and 'Name'. The first row shows the account number '012345 (Account Number)' and a redacted name. The table is paginated with a single page of results.

Reference #	Name
012345 (Account Number)	[REDACTED]

- 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 to us

### SERVICE DETAILS

CUSTOMER NAME  
ACCOUNT NUMBER  
ACCOUNT PIN: **a7047f5**  
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

- 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

Click here to add this account to your favorite records for easy access on your next visit.

#### Customer Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Account Number 012345

SYCAMORE, IL 60178

#### Amount Due

Total Amount Due **\$0.00**

Pay Now

#### Current Bill

Click here for a printer friendly version

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
UNAPPROPRIATE CASH	\$0.00	\$0.00	\$0.00	\$0.00

Amount Due \$0.00

Due Date 06/15/2024

Bill From 03/01/2024

Bill To 05/01/2024

Click here to the [Public Online Terms of Use](#)

## 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
	<b>\$0.00</b>

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

**Make Payment**

## 10. Click Proceed to Payment.

City of Sycamore

Contact Us

## 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**

**Need Help?**  
You may reach us at (815) 899-1386.  
You may email your questions to [acctrec@cityofsycamore.com](mailto:acctrec@cityofsycamore.com).

[Email Us](#)

For any Utility billing questions, please reach out to the contacts above.


**I want to Register this Account**

a. Proceed to Payment.

City of Sycamore IL

invoicecloud.com/portal/(\$smjaeekqndtImnjs2ruudr5g))/2/cloudpayment.aspx?key=INV2024612144232990

Contact Us



Payment Options

Payment Information

Review Payment

How would you like to pay?

Available Payment Methods

Credit/Debit Card




Credit/Debit Card

Google Pay

EFT (Check)

PayPal

PayPal Credit



How much would you like to pay?

☒ Pay Other Amount

#20240521-UB-12345-02610

REQUIREMENTS

Amount \*

\$ 0.00

Payment Summary

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

\*A non-refundable service fee of \$0.00 is included in your total.

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

VISA

MasterCard

AMERICAN EXPRESS

DISCOVER

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
GRAND TOTAL	\$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.