



## ACCESSING YOUR UTILITY BILLING INFORMATION

*Utilizing Montgomery's new Enterprise Software, BS&A*

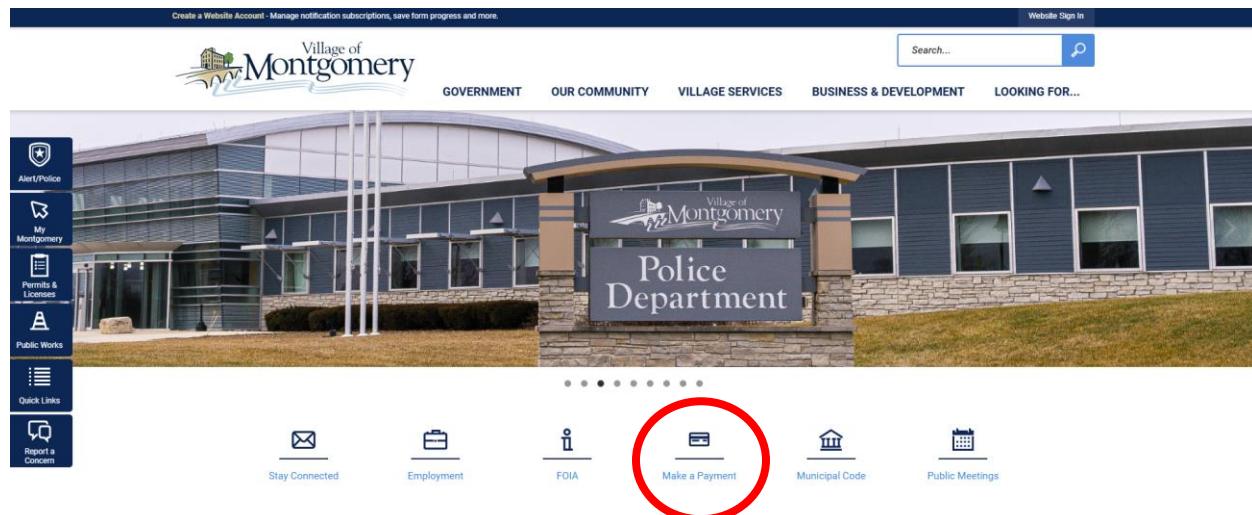
### BEFORE BEGINNING

Please make sure you have access to the internet as well as copy of your Utility Bill. Please make sure your utility bill has all your information including your name, address, account number, and pin.

Once you have those things please proceed to the Village of Montgomery website, [montgomeryil.org](http://montgomeryil.org). If you have trouble locating your pin number, please contact our Utility Billing Department at 630-896-1357 or by email at [waterbilling@montgomeryil.org](mailto:waterbilling@montgomeryil.org).

### ONCE ON THE MONTGOMERYIL.ORG WEBSITE

Select the **"Make A Payment"** icon located just below the leaderboard images. The icon is shown below circled in red.



Select **"Make A Payment"**, which will direct you to our [Payment Options page](#).

Scroll down the page until you see the area on the right-hand side **"Access Your Account Here"**. The icon is shown below circled in red.



Finance & Utility Billing Department  
D | 630-896-1357  
E | [waterbilling@montgomeryil.org](mailto:waterbilling@montgomeryil.org)



Search...



GOVERNMENT   OUR COMMUNITY   VILLAGE SERVICES   BUSINESS & DEVELOPMENT   LOOKING FOR...

timeliness of your payment and eliminate any late fees.

- **By Mail:** Village of Montgomery, PO Box 30087, Omaha, NE 68103
- **By Phone:**
  - Monthly Payments | 877-885-7968. Please note that a \$2 convenience fee applies to all credit/debit card payments. Phone assistance is available in English and Spanish.
  - Final Bill Payments | 866-917-7368
- **Online:** Click the **E-Pay** button on the lower right-hand side of the home page.
  - View your utility bill online
  - View the amount you owe online or on the payment app
  - Pay from your checking or savings account (\$2.00 convenience fee is applicable)
  - Pay by credit or debit card (\$2.00 convenience fee is applicable)
  - Pay immediately, schedule a payment, or set up automatic recurring payments (a \$2.00 convenience fee applies to each payment)
  - Print bills and receipts by going online
  - Stop receiving paper bills and receive an email each time a new account is ready for viewing
- **In-person at Local Banking Institutions:**
  - Bank of Montgomery, 1333 Douglas Road, Montgomery, IL 60538
  - Old Second National Bank, 1200 Douglas Road, Oswego, IL 60543
- **In-person at Village Hall**
  - Open Monday-Friday 8A-4:30P
  - Pay by cash, check, money order, or credit/debit card. A \$2 convenience fee will apply to all credit/debit card payments.
  - A drop box is located behind Village Hall and is accessible for after-hours payments marked "WATER BILLS" and located along the circle drive on the Main Street side of the building. We do not suggest dropping cash payments in this location.

Access Your Account Here



Click [here](#) to log into your BS&A account to view your account, current bill, bill history or history usage chart.

Use our [step-by-step reference guide](#) to set up your account and familiarize yourself with the BS&A client portal.

Select "**Access Your Account Here**", which will direct you to our third-party vendor page, [BS&A Online](#).

You will be directed to the screen shown below, which is how you will access your account information and details.

## TO ACCESS YOUR ACCOUNT

Residents can search by their account number, their address, or their name. Once you have located your account, you will need your PIN number, which is printed on your utility bill and available on your accounts in BS&A.

This pin number is how we protect your personal usage history and your current amount due on your account.



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## HOW TO USE BS&A – *Instructions provided by BS&A*

When residents click on the link, you will be taken to the UB search page. The page will default to searching for the account, by account number, but if you click on the word **"Account Number"**, it will open a dropdown list where they can choose to search by name or address.

BS&A Online | Home | Services |

Village of Montgomery | Kane County | IL

Search: Utility Billing ▾ By: Account Number ▾ Enter an account number

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Utility Billing Search
- Building Department
  - Apply for a Permit
  - Building Department Search
  - Rental Property Search
  - Schedule an Inspection

**MUNICIPALITIES**

Select a Municipality

**ACCOUNT**

Sign In  
Register  
Why Register?

\*\*Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Once you have searched for your account, the system will populate a list of accounts that match the search criteria. You will need to click on the account you want to view.

BS&A Online | Home | Services |

Municipalities | Currently not signed in |

Village of Montgomery | Kane County | IL

BS&A SOFTWARE

Search: Utility Billing ▾ By: Account Number ▾  Search

**SERVICES**

- Public Records Search
  - All Record Search
  - Building Department Search
  - Utility Billing Search
- Building Department
  - Apply for a Permit
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**MUNICIPALITIES**

Select a Municipality

**ACCOUNT**

Sign In  
Register  
Why Register?

Search Results for [REDACTED] using the **Account Number** Search in Utility Billing

Not finding what you are looking for? Try refining your search to narrow your results or changing your search type.

Sort By: Address ▾ | Display Style: List View ▾ | Want more search result detail? Click to the left to change your Display Style | Records Per Page: 15 ▾

Reference #	Name	Address
1		

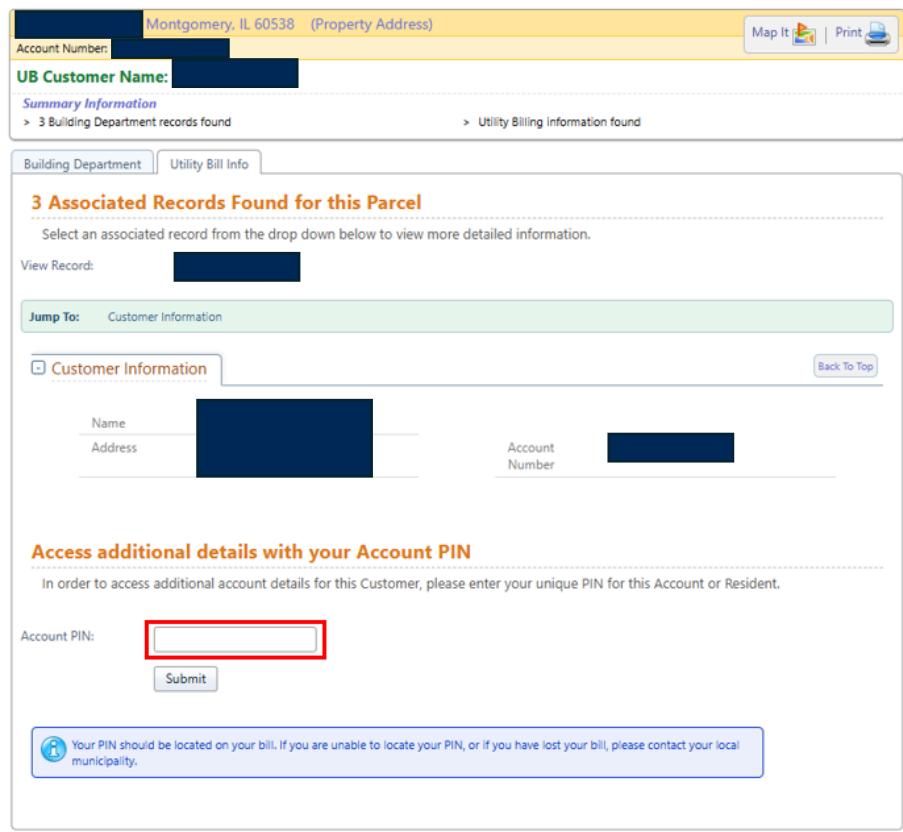
Displaying items 1 - 1 of 1

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You will then be prompted to enter the account pin and click "**submit**". Please see the red rectangle below for where your Account PIN should be entered.

Remember – pins are located on your utility bill.



Montgomery, IL 60538 (Property Address)

Account Number: [REDACTED]

UB Customer Name: [REDACTED]

Summary Information > 3 Building Department records found > Utility Billing Information found

Building Department Utility Bill Info

**3 Associated Records Found for this Parcel**

Select an associated record from the drop down below to view more detailed information.

View Record: [REDACTED]

Jump To: Customer Information

Customer Information Back To Top

Name [REDACTED] Account Number [REDACTED]  
Address [REDACTED]

**Access additional details with your Account PIN**

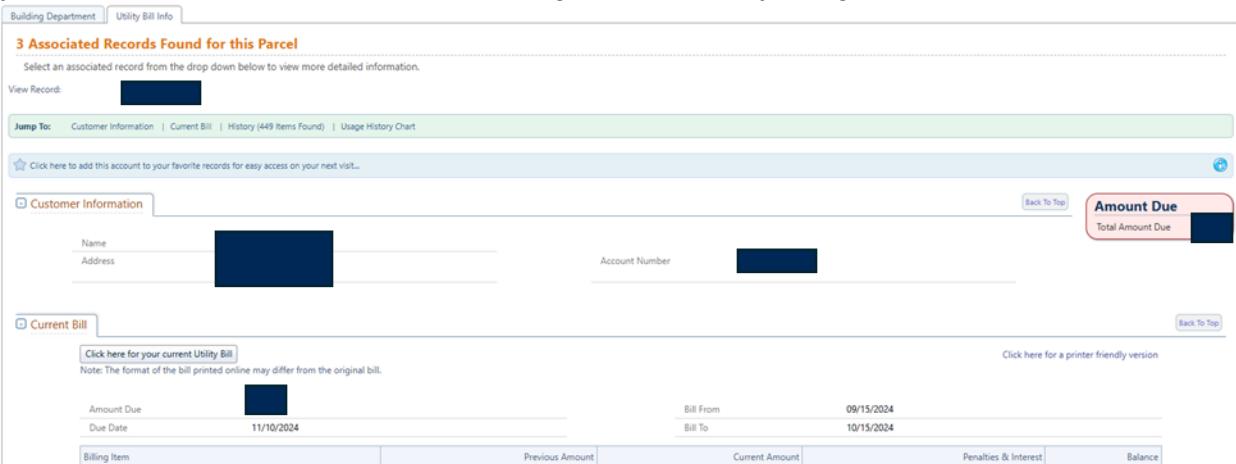
In order to access additional account details for this Customer, please enter your unique PIN for this Account or Resident.

Account PIN: [REDACTED]

Submit

 Your PIN should be located on your bill. If you are unable to locate your PIN, or if you have lost your bill, please contact your local municipality.

Once your pin is entered, you will have access to all your customer information including your current bill, breakdown of the charges, and history usage chart.



Building Department Utility Bill Info

**3 Associated Records Found for this Parcel**

Select an associated record from the drop down below to view more detailed information.

View Record: [REDACTED]

Jump To: Customer Information | Current Bill | History (449 Items Found) | Usage History Chart

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

Customer Information Back To Top

Name [REDACTED] Account Number [REDACTED]  
Address [REDACTED]

Current Bill Back To Top

Click here for your current Utility Bill Note: The format of the bill printed online may differ from the original bill.

Amount Due [REDACTED] Total Amount Due [REDACTED]  
Due Date 11/10/2024 Bill From 09/15/2024  
Bill To 10/15/2024

Billing Item Previous Amount Current Amount Penalties & Interest Balance



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## TO MAKE A PAYMENT

To **“Make A Payment”** you must return to [montgomeryil.org](http://montgomeryil.org), select **“Make A Payment”** on the homepage or visit the **Payment Options** page directly at [montgomeryil.org/705/Payment-Options](http://montgomeryil.org/705/Payment-Options).

Once on the page, select the icon that reads “Make A Payment” in the top right corner of the page, show below with a red circle.

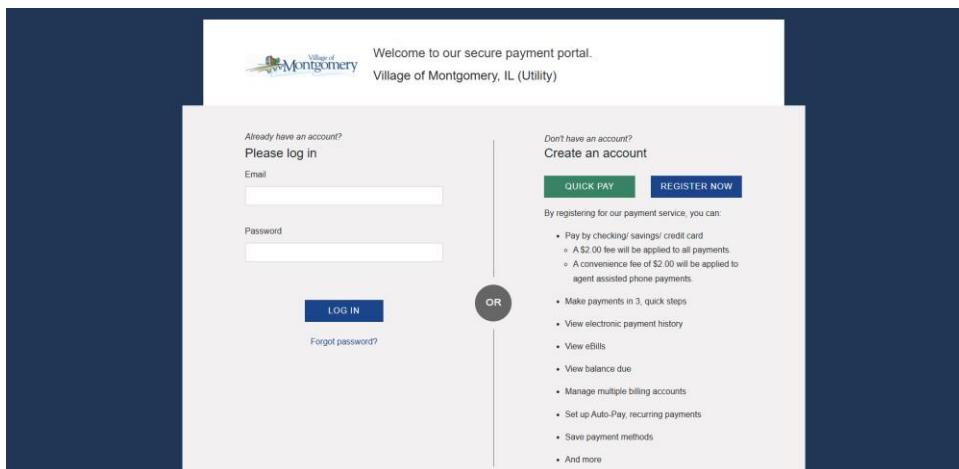


### UTILITY BILL PAYMENTS\*

\*Online payments are through a third-party vendor, PSN. A \$2 online processing fee will apply. For in-person or mail-in payment options, visit [Utility Billing](#) for more information.

When selecting the icon you will be directed to the Village's third-party payment vendor, Payment Services Network (PSN).

This is the same payment services website the Village has used in the past, the process for making your payment online will not change.



## ADDITIONAL PAYMENT OPTIONS

On the [Payment Options](#) page of the Village of Montgomery website ([montgomeryil.org/705/Payment-Options](http://montgomeryil.org/705/Payment-Options)), you will find a list of all the available payment options for convenient bill payment to the Village of Montgomery.

## PAYMENT OPTIONS

- **Direct Debit (ACH):** To register for the direct debit program, please complete the [direct debit application](#) and mail it in with a voided check. The Village will automatically withdraw your monthly utility bill from your checking account on the due date (the 20th of each month). Signing up for Direct Debit will ensure the timeliness of your payment and eliminate any late fees.
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