***Town of Selma - Utilities***

***Instructions to set up your on-line account***

1. ***Go to Selma-nc.com and click on Utilities.***

Graphical user interface, text, application, email

Description automatically generated

1. ***Click on the button to pay your utility bill.***

Graphical user interface, text, application, chat or text message

Description automatically generated

1. ***Click Log In to set up a user account – you will need an email address, your account number, and the last payment amount (this is a one-time request for when you first set up the account).***
2. ***An email will be sent to the e-mail address provided confirming the transaction.***

Graphical user interface, text, application, email

Description automatically generated

1. ***Log in using your new credentials.***

Graphical user interface, text, application, chat or text message

Description automatically generated

1. ***Click on Utility Billing***

Graphical user interface, text, application

Description automatically generated

1. ***Click on the account number***

Graphical user interface, text, application

Description automatically generated

1. ***Use the tabs at the top of the page to switch to what you want to see.***

Graphical user interface, application

Description automatically generated

Account Detail = Current Balance

Transaction History = Last twelve months of bill and payment history

Address Info = Street address and meter numbers

Account Info = Non-working tab at this time

Consumption History = Two years of consumption

Avg Monthly Payment = For equal pay customers only

Last updated 2/25/2022