



City of
BRAIDWOOD

141 West Main Street, Braidwood, IL 60408 • PHONE (815) 458-2333 • FAX (815) 458-6074 • www.braidwood.us

Sign Up For Auto Pay

- To sign up for the auto pay for your water/sewer/garbage bill, you will need to go to our website at www.braidwood.us.
- Then at the top of the page click "Pay My Bill". Another page will open to our "Civic Pay Online" portal.
- Next click "Sign Up", you will need to enter your email, password, last name and account number XXXXXX-XXX (all the numbers and hyphen must be entered).
- Click "Complete Registration".
- You will then click "sign up for auto pay", where it says amount to pay, please click "total amount due" then you can choose which date to pay your bill. The bill must be paid by the 15th of each month or you can choose select up to 1-5 days before. You can either enter your checking account information or a credit card.
- You must also verify your email before the auto pay will take effect. Then check your email and click the hyperlink that will be sent to you from "noreply@merchantransact.com".
- Then go back into the Civic Pay Online to make sure the account is verified. You will get an email a few days prior to the payment that will be taken out for the next billing.

If you have any questions or concerns, please reach out to us here at City Hall at (815) 458-2333.

Thank You,

City of Braidwood
Water Department