Creating an Online Account

1) Go to joplinmo.org/payments
2) Click on Online Payment Server
3) Click on Create New User

4) Enter the requested information:

5) A message will appear indicating your account has been created and an e-mail from GovNow will be sent to the user. Click on link provided in the e-mail to enable the user.
6) The link will take you to the online server and a message will appear that your account has been enabled. You will need to now login to the account and enter the users email address and password.

7) Click on Select Account.

8) A message will appear that No locations are associated with your User ID.
9) To associate the users account with their utility bill click on Manage Accounts. A screen will open where you will be able to Add Account.

![Add Account Image]

10) Enter your account number and the most current due date on your bill:

- The date is entered MMDDYY (no slashes).

![Add Account Form Image]

11) A pop up will appear indicating that an account has been added successfully.

12) Click on Select Account. Click on the account number you want to work with. The user will now have the ability to view and manage the utility billing account using the options on the left of the menu bar.

![Account Information Image]