Utility Billing - Online Payment Portal
Step by Step Registration Instructions

Link:  https://keizer.merchanttransact.com

1. REGISTRATION

Click on- First time user? Register Now

*Fill-in the fields:

- House/Building Number *(do NOT include street name)*
- Utility Billing Account Number *(enter the full 9-digit #, including the dash)*
- Email address & Create a Password
  - Enter both again to confirm

Click on- REGISTER

You WILL NOW See...

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For assistance, please contact us:  Call- (503) 390-8280 or Visit- 930 Chemawa Rd NE, Keizer, OR
2. Go to My Profile Tab
   - Under “Verify E-Mail Address” (in red), click on- Click Here
   - A verification email will be sent to you – this can take about 2 minutes to arrive!
     ▪ Email will be from noreply@merchanttransact.com
     ▪ Entitled: “Verification email for City of Keizer”
   - Then, open your email and CLICK on the link inside the email for verification.
   - Reload: https://keizer.merchanttransact.com & Login again
   - Return to the My Profile tab
     ▪ If page is still available on computer, simply Refresh the page
3. Payment Method

Under the My Profile tab AND Your Saved Payment Methods, Click on-
“Add a new payment method”

- Fill-in fields
- To Submit, Click on Add Payment Method to this Customer

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4. **SETUP AUTO-PAY AND/OR PAPERLESS BILLING**

*Under the* My Profile tab AND Account Settings, Click on- your Account Number, then *make selections* / SUBMIT

Auto-Pay can ALSO be setup upon making payments:

**Add Credit tab, enter dollar amount / SUBMIT PAYMENT**

Then, make a selection under “Save payment information”

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**Optional:**

5. **MORE UB ACCOUNTS?**

My Profile tab, *under Your Accounts*, Click on- “Add more Accounts” – enter House/Building # and UB Account # / SUBMIT

**Reminder:**

6. **LOGOUT (top, right-hand corner of any screen)**

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