

CITY OF MANVEL UTILITY BILLING

281-489-0630 (EXT 2)

UTILITYBILLING@CITYOFMANVEL.COM

CITYOFMANVEL.COM/UTILITYBILLING



CITY OF MANVEL

MUNICIPAL PAYMENT PORTAL

INSTRUCTIONAL GUIDE

PART ONE

SIGN UP & ADD AN ACCOUNT

TO BEGIN

- 1. Visit MUNICIPALONLINEPAYMENTS.COM/MANVELTX
- 2. Select “**Sign in or sign up**” from the middle of the page or “**Sign in / Register**” in the top right-hand corner of the page

The screenshot shows the City of Manvel Utility Billing website. The top navigation bar includes 'MANVEL-HOME' and 'Manvel Utility Billing' on the left, and a 'Sign In / Register' button on the right, which is circled in red. A red arrow points to this button. The main content area features three white boxes: 'Quick pay' with a credit card icon and a 'Quick pay' button; 'Sign in or sign up' with a person icon and a 'Sign in or sign up' button, which is circled in red and has a red arrow pointing to it; and 'Announcement' with a bell icon and text about office hours. Below the announcement is a 'Contact us' section with a phone icon and a 'Contact us' button. The City of Manvel logo is in the bottom right corner.

LOG IN & REGISTER

1. Once on the Login page, locate the “**Don’t have an account? Register**” option at the bottom of the column
2. To register, input:
 - Email
 - Secure password
 - Name
 - Phone Number
3. After all fields have been filled out, select the blue “**Register**” button at the bottom of the column

* Note: If you encounter any issues signing up for the Municipal Payment Portal, call the Utility Billing Department at 281-489-0630 (Ext 2).

City of Manvel

Login

[Forgot password?](#)

City of Manvel

Register

Email required

Password required

Confirm Password required

Name

Phone number

[Already have an account? Login](#)



ADD YOUR ACCOUNT

1. If successful, you will be directed to the landing page for new accounts
2. Here, you can select the “**Add Account**” button in the center of your screen

MANVEL-HOME Manvel Utility Billing

Welcome back
City of Manvel

Accounts
You do not have any Manvel Utility Billing accounts associated with your login.
Add an account to access account details, pay your bills, and manage accounts.

Add account

Announcement
Office hours are Monday thru Thursday 7:30 AM to 5:30 PM and Friday 7:30 AM to 11:30 AM.
Phone number 281-489-0630 x2
After hour number 281-489-1212

Contact us
281-489-0630 ext. 2
Contact us

ADD YOUR ACCOUNT

1. Once on the Add Account page, you will need to input your account number and the last amount charged to your utility account. Both of these numbers can be found on the **most recent bill** mailed to your residence from the Utility Billing Department. If you cannot find these numbers, call us at 281-489-0630 (Ext 2).
2. Input these account numbers into the correct fields and then select the “**Add account**” button.



Account Number	AMOUNT DUE
10-02880-00	\$0.00
Due Date	After Due Date Pay
1/6/2023	\$0.00
Billing Date	Penalty Date
12/7/2022	1/9/2023
Service From	Service To
11/7/2022	11/28/2022
Service Address	



Let's find your account

Account Number*

Please include all dashes. For example: 01-01010-01

Last Payment Amount*

[Cancel](#) [Add account](#)



Announcement



Office hours are Monday thru Thursday 7:30 AM to 5:30 PM and Friday 7:30 AM to 11:30 AM.

Phone number 281-489-0630 x2

After hour number 281-489-1212

Contact us



281-489-0630 ext. 2

[Contact us](#)



ADD YOUR ACCOUNT

After successfully entering your account number and last payment amount, you will be redirected to your Municipal Payment Portal home screen. This screen will display each time you log in to the Municipal Payment Portal.

To check that your account has been added, or to add another account you can select the **“Manage Accounts”** tab listed in the far left corner of your screen.



The screenshot shows the "Manvel Utility Billing" portal. The top navigation bar includes "MANVEL-HOME" and "Manvel Utility Billing". A left sidebar menu has "Manage accounts" highlighted with a red circle and a red arrow pointing to it. The main content area features a "Welcome back" message, "CITY OF MANVEL" branding, and a balance of "\$0.00" due on 1/6/2023. A "Pay now" button is present. On the right, there are three action buttons: "Pay bills", "Enroll in auto pay", and "Schedule payment". Below these are three informational cards: "Last payment" (\$0.00 paid), "Current bill" (\$0.00 billed 12/7/2022), and an "Announcement" about office hours. A legend at the bottom indicates data for "Jan 2021 to Dec 2021" and "Jan 2022 to Dec 2022". The Manvel City logo is in the bottom right corner.

ADD ANOTHER ACCOUNT

Once on the “**Manage Accounts**” screen, you will see all the accounts you have added listed in the middle table.

If you would like to add another account, you can do so on this page by clicking the “**Add account**” prompt in the top right corner of the middle column. The “**Add account**” prompt will take you to the same screen listed on Page 5 of this instructional, and you can repeat the process.

MANVEL-HOME Manvel Utility Billing

Home Manage accounts Account detail Transactions Consumption Contact preferences

Manage accounts [Pay now](#)

Accounts		+ Add account
10-02880-00	Address 7311 Corporate DR	Last payment \$0.00
		Balance \$0.00 Due 1/6/2023

Announcement
Office hours are Monday thru Thursday 7:30 AM to 5:30 PM and Friday 7:30 AM to 11:30 AM.
Phone number 281-489-0630 x2
After hour number 281-489-1212

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