



# Setup Auto Pay

1. Go to [myutilities.leegov.com](http://myutilities.leegov.com)
2. Log into your account.

A screenshot of the Lee County Utilities login page. It features the company logo at the top, followed by two input fields: "User ID" with the placeholder text "Enter user ID" and "Password" with the placeholder text "Enter password". Below these fields is a dark blue "LOG IN" button. Underneath the button is a link that says "Forgot User ID or Password?". At the bottom of the login section is a link that says "Need a profile? Sign up." with a small person icon.

New to LCU?

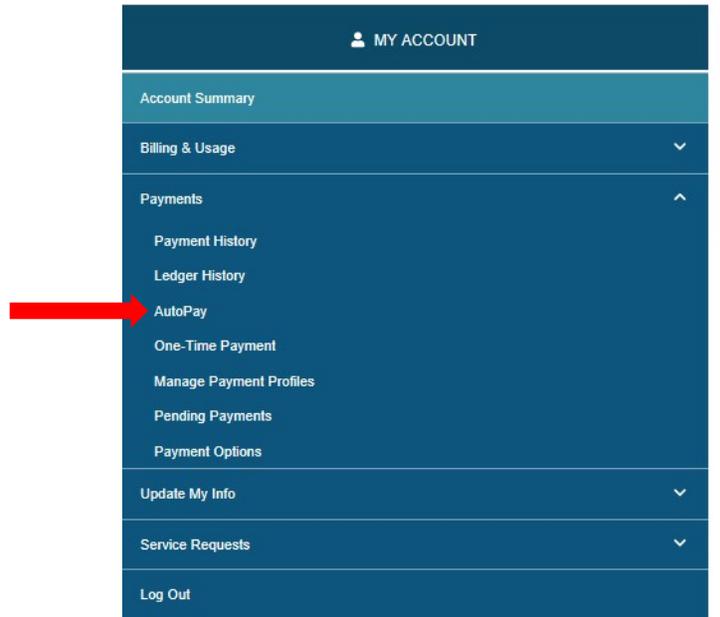
START SERVICE

Need one-time access?

MAKE A PAYMENT

[Frequently Asked Questions](#)

3. From the Account Summary page, click on the Payments dropdown then click AutoPay.



4. When on the AutoPay page select whether you would like to use a bank account or a debit/credit card and click next.

A screenshot of the 'AutoPay (for account )' setup page. It features a progress indicator with steps 1, 2, and 3, where step 1 is active. The page asks the user to 'Please Choose AutoPay Option' and includes input fields for 'First Name', 'Last Name', and 'Mailing Address'. Under 'Select AutoPay Method', there are two radio button options: 'Checking/Savings Account' (which is selected and circled in red) and 'Credit/Debit Card'. A note at the bottom states: 'Please Note: Your bill will state "DO NOT PAY" when AutoPay is in effect. Continue to make your payments until that time.' A 'NEXT >' button is located at the bottom right, with a red arrow pointing to it.

5. Checking/Savings Account – Enter your banks routing number and account number then select whether it's a checking or savings account then click Next.

The following information can be found on your personal check:

Routing Number\*

Confirm Routing Number\*

Bank Name

Bank Account Number\*

Confirm Bank Account Number\*

Account Type  Checking  Savings

6. Credit/Debit Card – Fill out the form with your debit or credit card information. Click agree then click NEXT. **Note:** Payments made today will not be immediately reflected on your account balance. Please allow two days for online payments to be processed.

**Note:** If you are making a payment to prevent disconnection you must call us at [239-533-8845](tel:239-533-8845) and provide your confirmation number.

Credit Card Number\*

Expiration Month\*

Expiration Year\*

Security Code\*

Zip Code\*

Nickname\*

Payments made today will not be immediately reflected on your account balance. Please allow two days for online payments to be processed.  
 Note: If you are making a payment to prevent disconnection you must call us at [239-533-8845](tel:239-533-8845) and provide your confirmation number.

\* I agree.

7. On the third part of the AutoPay form, enter the payment start date, ending payment period. Select the type of AutoPay. (Automatic – withdraws the amount due on bill each month.) (Fixed – withdraws a set amount each month). Then click NEXT.

Sign Up for AutoPay (for account )

1 2 3 4

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Payment Period

Start Payment Date \*  

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Ending Payment Period

Until Further Notice

End Payment Date  

Number Of Payments

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Type

Automatic

Fixed

---

Payment Instructions

Pay Bill Amount Up To (Optional)

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Payment Option

When Bill Arrives

Day(s) Before Due Date

8. On the fourth part, review your card or banking info. Then click submit. Then click OK on the confirmation box.

Confirmation

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AutoPay enrollment was successful.

**Account Number:**

**Profile Name:**

**Start Date:**

**Ending Payment Period:** Further Notice

**Payment Option:** Automatic

**Pay Automatic Schedule:** Before Due Date

**Number of Days Before:** 1

**Enrollment Date:**

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9. You are now enrolled in AutoPay!