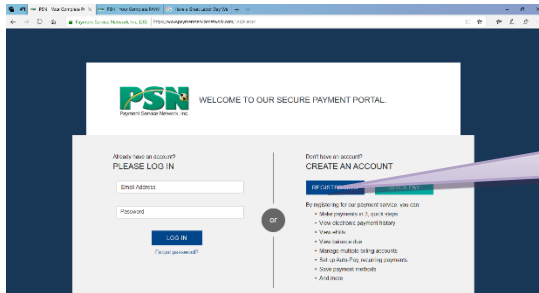


## Halstad Utility Customers:

# How to Register to Pay Online or View Your Bill Online

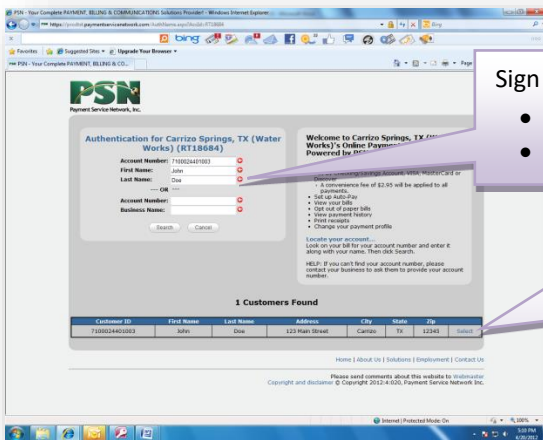


1



Click on Register (the first time you go online)  
*(Future payments, simply log in with your ID)*

2



Sign in by entering:

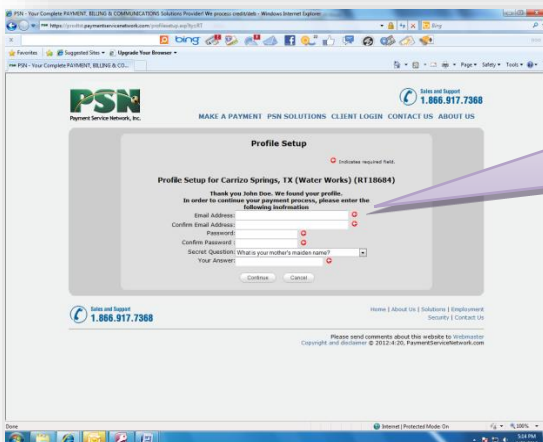
- Account Number (this is on your utility bill)
- Last Name

Once you hit Submit, your name should appear at the bottom

- Click on Select

*If your name doesn't appear, make sure you have the correct account number. If you need assistance, please call the utility office at 218-456-2128.*

3



Fill out the requested information and select Continue.

That's it. You can now view your bills and make a payment!

If you have questions on the amount of your bill or your account number, please call the utility office at 218-456-2128

If you have questions on paying or viewing your bills online, please call PSN at 866-917-7368.