

# Town of Crested Butte

## New Utility Account Instructions

Welcome to The Town of Crested Butte Utilities! Whether you are new, switching properties, or wanting to make your life easier with automatic payments, we are here to help. Below are instructions to set up your utility account on our online portal. Our online portal provides a direct link to your account information plus you can set up automatic payments with no fees.

Directions for setting up an online account:

1. Go to <https://crestedbutteco.municipalonlinepayments.com/crestedbutteco/utilities>
2. Click on “Sign in or sign up”.
3. Click on “Register”.
4. Enter your information.
5. An email will be sent for confirmation to the email you provided.
6. Go to email and click “Activate Account”.
7. It will bring you to the Login website.
8. Use your new Login information and click “Login”.
9. Then click “Utility Billing”.
10. Click “Add Account”.
11. Enter your account number and last payment amount. If you do not know this information, please contact the Finance Department.
12. Then it will take you to your account. From here you can go to “Enroll in Autopay”.
13. Click “Enroll”.
14. Enter your payment information and click “Enroll now”.
15. To add another Town of Crested Butte utility account, go to “Manage Accounts” and click “+ Add Account”.
16. To change your auto pay, go to “Account Detail”, and click on “Manage auto pay”. Then click on “Update Payment Info”. Enter new payment details and delete the old payment details.

Please don't hesitate to contact us if you have any questions!

[cbfinance@crestedbutte-co.gov](mailto:cbfinance@crestedbutte-co.gov)

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Thank you for being part of the Crested Butte Community!