



Utility Billing Customer Online Portal

There are many features available with a customer online portal account.

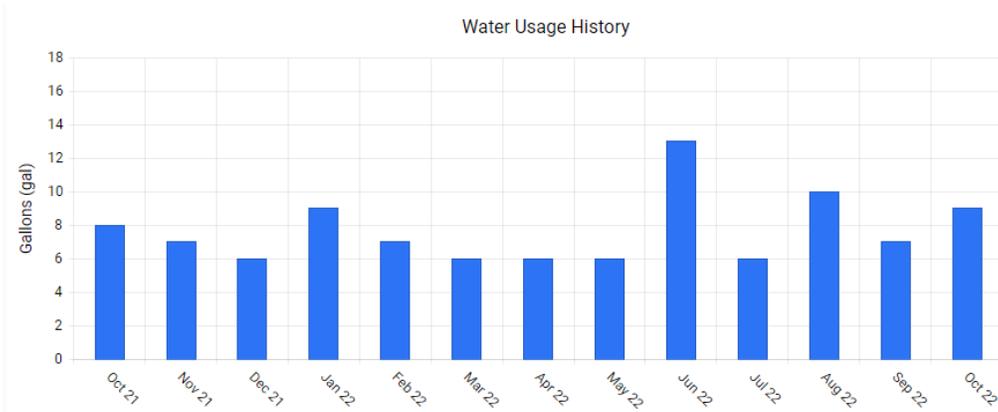
- **Create an account** at <https://www.fastgovpay.com/leonard> and click Login. Signing up is fast and easy!
- **Enroll** in Auto Pay by card or make a one-time payment.



- **History** shows the transaction history detailing bills and payments.

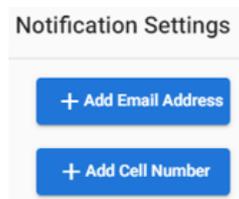
Posted Date	Description	Type	Amount	View
10/24/2022	9/16/2022 10/15/2022	Bill	\$114.12	
10/14/2022	1232	Pending Payment	-\$110.56	
9/23/2022	8/16/2022 9/15/2022	Bill	\$110.56	

- **Usage** tab shows the last 13 billing periods with a bar graph, and details reads and consumption. (Consumption is billed in 100's of gallons. Example: 67 = 6,700 gallons)



Read Cycle	Begin Read	End Read	Usage
9/14/2022 - 10/18/2022	515	524	9
8/18/2022 - 9/14/2022	508	515	7
7/18/2022 - 8/18/2022	498	508	10

- **Text & email** notifications are available under the Profile tab.



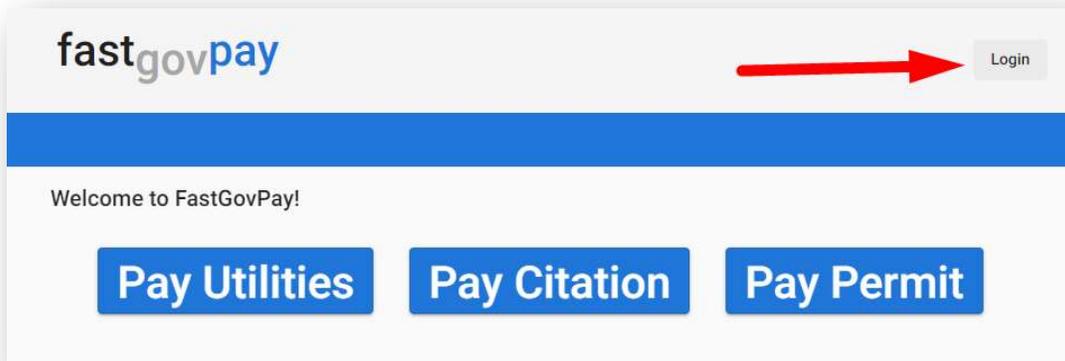
- **Paperless billing** contact City Hall at utilitybilling@cityofleonard.net or 903-587-3334 to enroll.
- Additional features to come!

fastgovpay

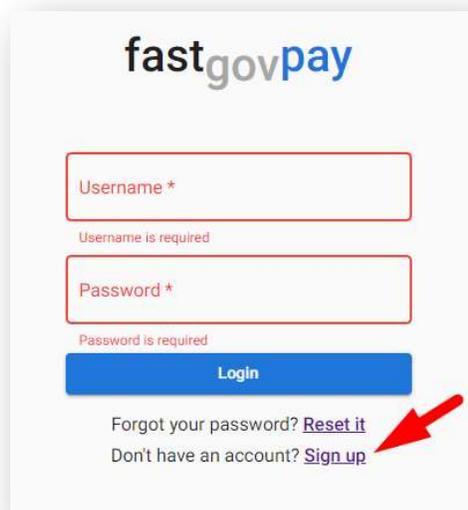
Creating a New Customer Account Helpful Video - <https://youtu.be/sEOjT3aqONU>

Step 1: Go to <https://www.fastgovpay.com>

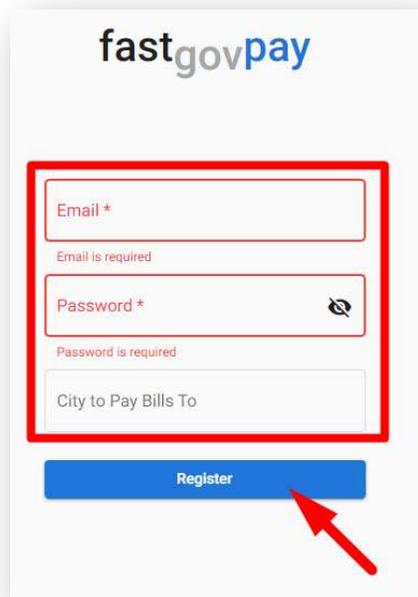
Step2: Click Login.



Step 3: Click Sign up.

A screenshot of the fastgovpay login/sign-up form. The logo 'fastgovpay' is at the top. There are two input fields: 'Username *' and 'Password *'. Below each field is a red error message: 'Username is required' and 'Password is required'. There is a blue 'Login' button. Below the button, there are two links: 'Forgot your password? [Reset it](#)' and 'Don't have an account? [Sign up](#)'. A red arrow points to the 'Sign up' link.

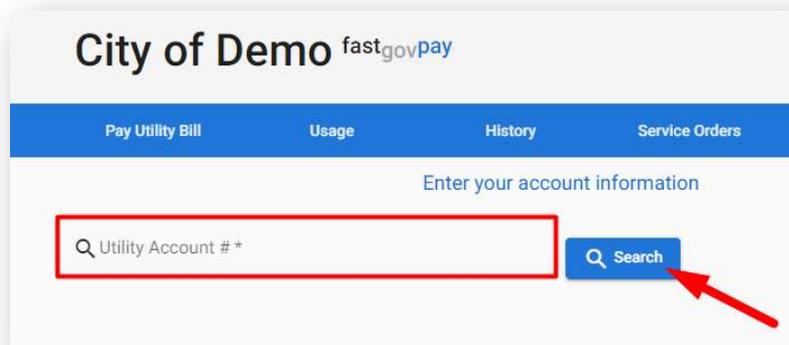
Step 4: Enter email, a secure password, and City to Pay Bills To.



The screenshot shows the registration page for fastgovpay. The page title is "fastgovpay". There are three input fields: "Email *", "Password *", and "City to Pay Bills To". The "Email *", "Password *", and "City to Pay Bills To" fields are highlighted with a red border. Below the "Password *" field, there is a small eye icon. Below the "City to Pay Bills To" field, there is a blue "Register" button. A red arrow points to the "Register" button.

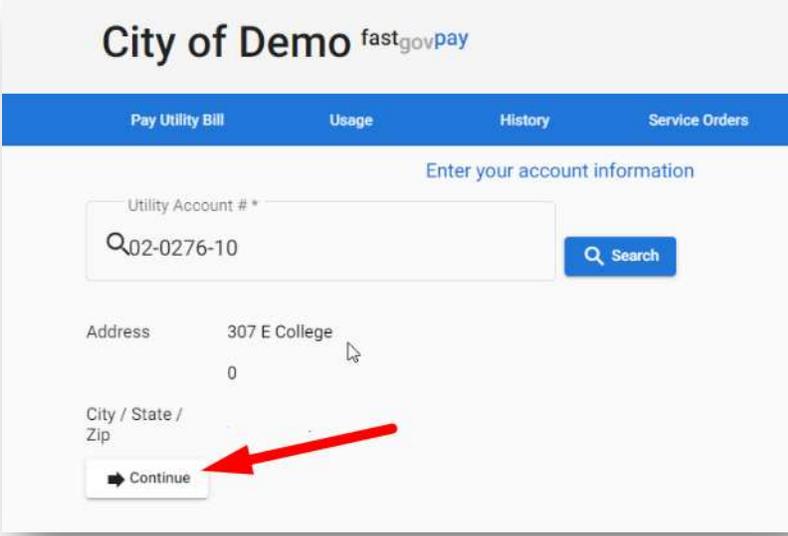
Step 5: Click Register.

Step 6. Enter the Utility Account # (required) and click Search.



The screenshot shows the account search page for City of Demo fastgovpay. The page title is "City of Demo fastgovpay". There is a blue navigation bar with four tabs: "Pay Utility Bill", "Usage", "History", and "Service Orders". Below the navigation bar, there is a heading "Enter your account information". There is a search input field with a magnifying glass icon and the text "Utility Account # *". To the right of the input field is a blue "Search" button with a magnifying glass icon. A red arrow points to the "Search" button.

Step 7: When you see your Service Address information, click Continue. (If you do not see your information, please contact the City/Organization utility office).



City of Demo fastgovpay

Pay Utility Bill Usage History Service Orders

Enter your account information

Utility Account # *
02-0276-10 Search

Address 307 E College
0

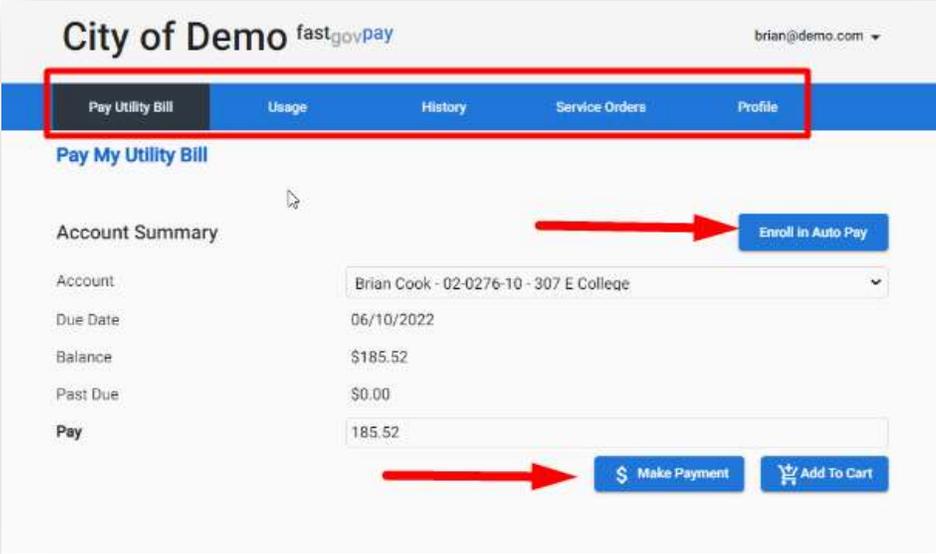
City / State / Zip

Continue

You've created a customer account!

Click the tabs across the top for more activities, including:

- [Pay Utility Bill & Enroll in AutoPay](#)
- Usage
- History
- Service Orders
- Profile – Add contact information for emails and texts!



City of Demo fastgovpay brian@demo.com

Pay Utility Bill Usage History Service Orders Profile

Pay My Utility Bill

Account Summary

Account Brian Cook - 02-0276-10 - 307 E College

Due Date 06/10/2022

Balance \$185.52

Past Due \$0.00

Pay 185.52

Enroll in Auto Pay

Make Payment Add To Cart