

Details for Setting Up a Utility Payment Portal

Go to our website www.southdaytona.org and find the Online Bill Pay icon.

You will need your

- *Utility account number*
- *Customer number*
- *Your bank account number and bank routing number or credit card*

The screenshot shows the South Daytona Florida website. The header features the city logo and navigation links: Government, Business, Visitors, Staff Directory, and How Do I?. A search bar is also present. Below the header is a large image of a park with a lake and picnic tables. The main content area is titled "Online Bill Pay" and includes a sidebar with icons for Online Bill Pay, Newsletter, Service Request, and Events. The main text area provides information about utility bills, including a notice about service disconnection and a link to pay bills online.

SOUTH DAYTONA FLORIDA

Government Business Visitors Staff Directory How Do I?

Search

Online Bill Pay

Home / Document Center / **Online Bill Pay**

Utility Bills

If your service has been disconnected due to non-payment, please call 386-322-3002 to restore your service.

Making payment online WILL NOT:


- Stop scheduled service disconnect due to non-payment
- Restore service disconnected due to non-payment
- Avoid late fees and other penalties when paying after the due date.

To use the online service you will need your account number and customer ID which can be found on the face of your bill.

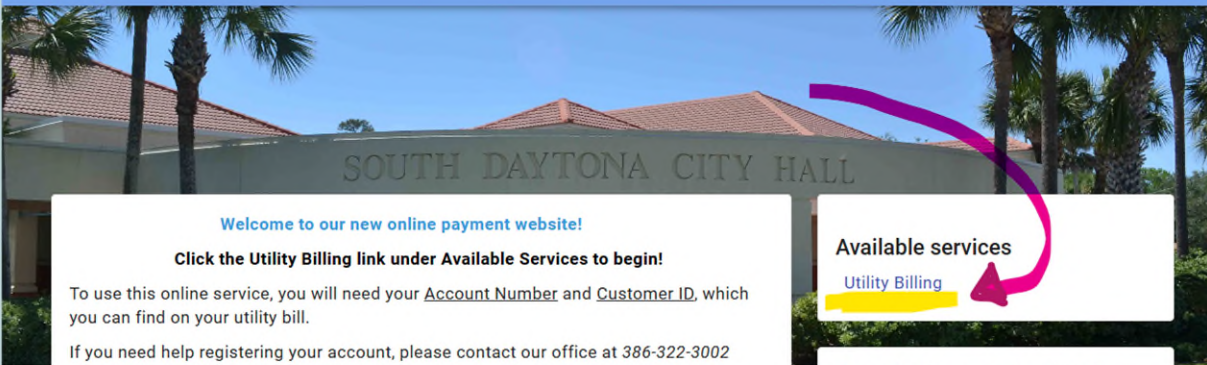
You can also call 1-833-510-8522 to pay your bill with our automated toll-free number 24 hours a day. Pay by credit card, debit card, or e-check. Have your account number and customer number ready when you call.

[Click here to pay your Utility Bill - New Site!](#)

Business Tax Receipts (Formerly known as Business Licenses)



Sign In / Register



SOUTH DAYTONA CITY HALL

Welcome to our new online payment website!

Click the **Utility Billing** link under **Available Services** to begin!


To use this online service, you will need your Account Number and Customer ID, which you can find on your utility bill.

If you need help registering your account, please contact our office at 386-322-3002 during business hours.

Available services


Utility Billing

Accepted payment methods



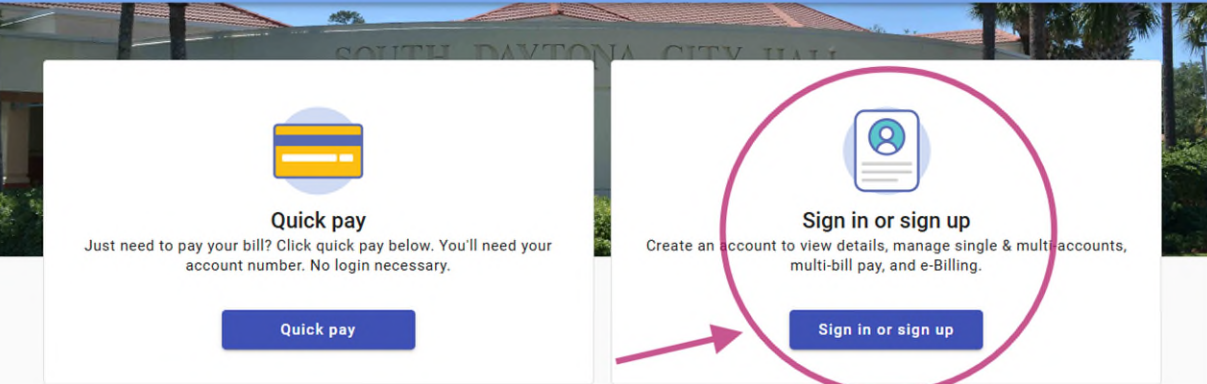
Convenience Fees May Apply

When making payments through the new online payment portal, convenience fees may apply for credit/debit card transactions.




Utility Billing

Sign In / Register




SOUTH DAYTONA CITY HALL



Quick pay

Just need to pay your bill? Click quick pay below. You'll need your account number. No login necessary.

Quick pay




Sign in or sign up

Create an account to view details, manage single & multi accounts, multi-bill pay, and e-Billing.

Sign in or sign up

Announcement




If your service has been disconnected due to non-payment, please call 386-322-3002 to restore your service.

Making payments online WILL NOT:


- Stop scheduled service disconnect due to non-payment
- Restore services disconnected due to non-payment
- Avoid late fees and other penalties when paying after the due date

PDF copies of your utility bill will be available beginning with the **August 2025** Statements

Accepted payment methods



Contact us



386 322-3002

Contact us

IMPORTANT TIP !!

Leave the Email Address field blank when initially signing up for the portal!

Sign in to community access services for City of South Daytona.

Email address

☐ Keep me signed in

Next

OR

Unlock account? [Help](#)

Create an account

Accept “Cookies” from the website, if asked on your web browser.

You can just skip past the choice of other verification types on the next screen if you wish.

Simply continue to the next screen.

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

This field cannot be left blank

Sign up

× Already have an account? [Sign In](#)

- An email will be sent from 'Community Access' to the email address you provided.
- You will need to enter the number code in the email on the Verification screen.

A screen indicating your success in creating a portal should appear. 

Now you can add your account (or accounts) to the portal.

You will need your utility billing account number (10 digits) and your customer number.

Please enter this information carefully.

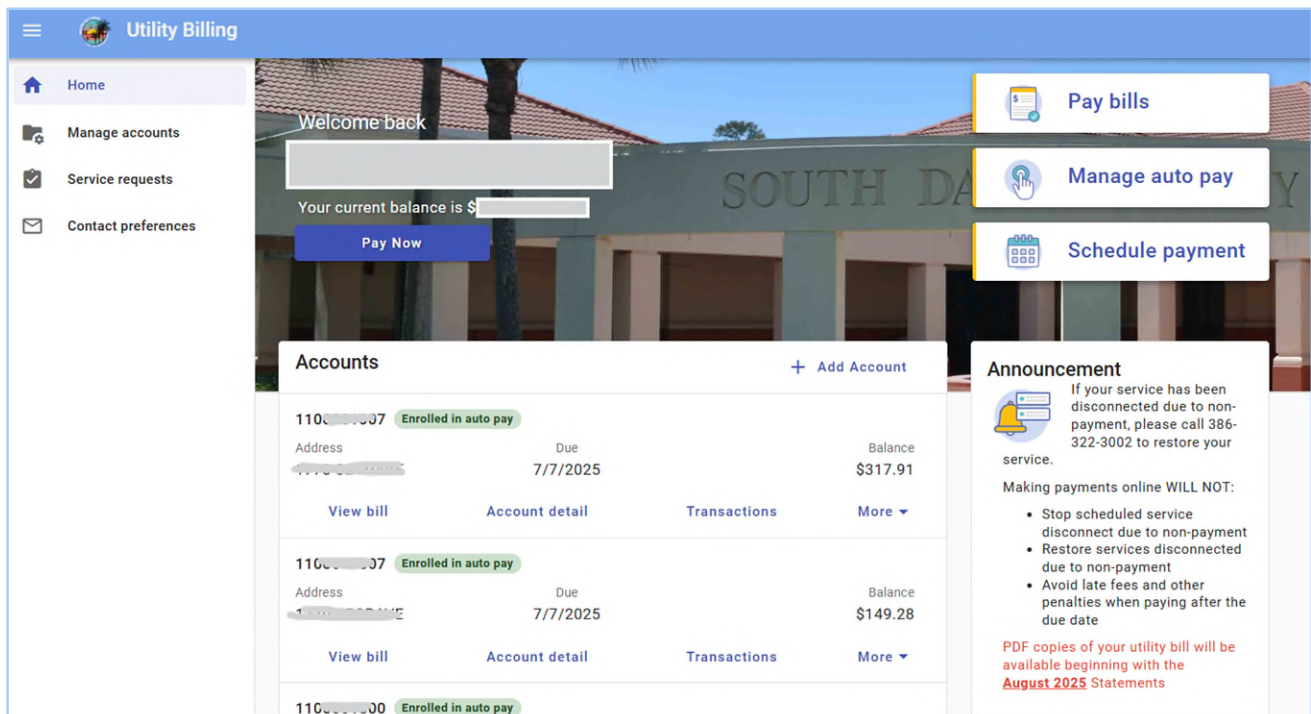
See the following instructions to add accounts and set up automatic payments.



Pay Your Utility Bill Online

Go to our website www.southdaytona.org and find the **Online Bill Pay** icon

On our web site, you will be able to make a one-time payment or set up a portal to manage your account or multiple accounts. When you choose to establish an account portal, you can set up payment methods and automatic bill payments. Start at the “Sign in or Sign up” button.



To add an account or to make a one time payment, you will need your 10 digit utility account number and your customer number. These appear on your bills. Please call the Utility Billing Department at 386-322-3002 if you need help locating these numbers.

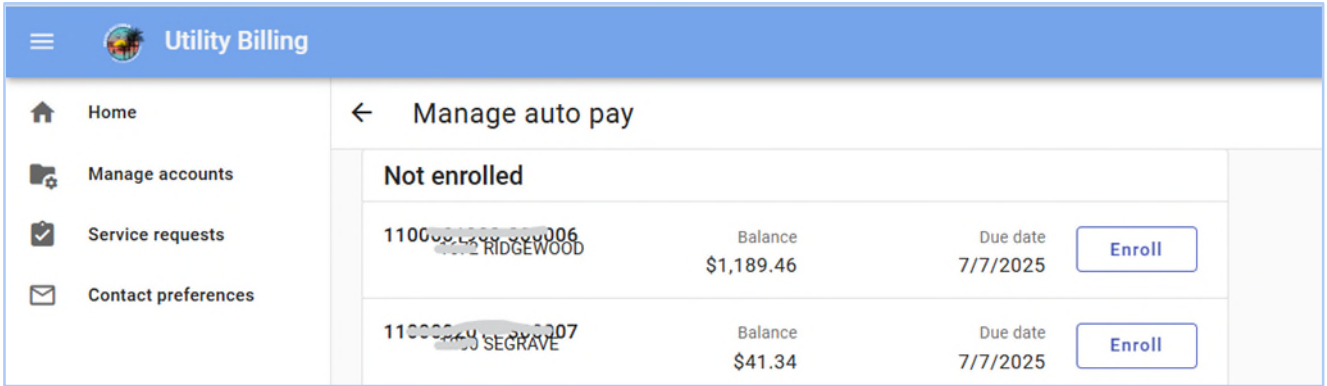
ADD ACCOUNTS Go to the **Manage Accounts** tab and click the plus sign to add an account once you have established your portal.

MANAGE AUTO PAY Once you have added your account/accounts, click the **Manage Auto Pay** button on the Home screen. You may choose to use a credit or debit card or a bank account for your payment method. **Please be aware that there is no service fee charged for paying from a bank account, however, there will be a minimum fee* of \$2.50 or 3.95% (based on the**

payment amount) on all credit or debit card payments. **These are fees charged by the payment processing company and not collected by the City.*

- If you choose to pay by eCheck (from a bank account), you will need your bank name, account number, and the bank’s routing number. These numbers are located along the bottom of your check or can be supplied by your bank.
- If you choose to pay by credit card, you will need to the card number, expiration date, security code, cardholder name and card billing address.

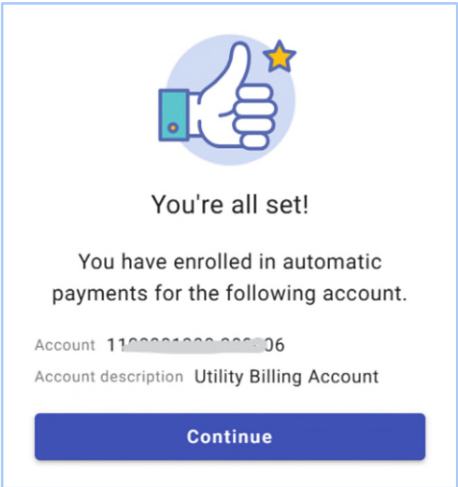
You will be able to enroll in autopayment after adding the payment method. Your account will be listed as “Not Enrolled” with an **Enroll** button.



ENROLL You can choose to have your payment drafted on the bill due date or you can choose a specific day every month. *Unless you choose a date at least 5 days prior to your due date, it is recommend that you choose to have the payment drafted on the bill due date.* Click Enroll now.

Choose a payment method You will be able to choose to use the payment method you have already set up or you can add a new payment method. Verify that the receipt is going to the correct email address, then click the FINISH button.

SUCCESS! You will see an acknowledgement that you are set up.



Our phone number is 386-322-3002 if you have any questions.