



CITY OF NEWFOLDEN

Newfolden is an Equal Opportunity Employer and Service Provider

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Newfolden, MN 56738
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newfolden@wikel.com
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Mayor: Lori Warne * City Administrator: Tammy Hansen

HOW TO SIGN UP TO VIEW AND/OR PAY YOUR UTILITY ACCOUNTS ON-LINE

You must re-enroll to view your accounts and pay your accounts online.

This is a two-step process:

1. Email the City of Newfolden at newfolden@wikel.com with your account number and email address to be verified and approved. Once this has been completed, you will receive a "Thank You" reply from the City of Newfolden, after which, you will be able to sign-up for online payments using the steps below.
2. Register with usbilling to view your bill and/or make online payments:
Web page address for online payment portal <https://usbillingonline.com/pay-bill>
 - a. Enter email and Municipality code – newfoldenmn (This is also printed on your bill)
 - b. You will next receive a code to log into the account that has been connected to your email.
 - c. Once logged in you can see one or multiple bills associated with your email address, see the bill details and start the payment process. The payment process uses the same payment vendor used by Newfolden's last system. Those screens to enter the card information are identical to what you may have used before. The only difference will be the log-in process.

Common issues:

1. New emails may be sent to Junk or Spam the first time. To fix this the customer should report as not spam.
2. Some Email clients like Outlook will initially hide WEB and HTML content where the customer must allow images to be visible to see the Access Token.
3. Incorrect email address or Municipality code.