



City of Spring Lake Park
 Utility Billing
 1301 81st Ave NE
 Spring Lake Park, MN 55432

ONLINE PAYMENT SERVICE GUIDE

BS&A Software and Point & Pay

BS&A is the City’s billing software for managing property, taxes, permits, and payments, while Point & Pay allows residents to make convenient and secure online card payments.

All links are on the City’s website for quick access:

SpringLakeParkMN.gov → Departments → Utilities → Payment Options

We encourage residents to use a computer rather than a mobile device to avoid potential issues.

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<u>ACCOUNT INFORMATION:</u>
ACCOUNT #:
PIN:



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UTILITY BILLING SCHEDULE

1st Quarter	January, February, March	01/01—03/31
Billed March 31st	Due April 30th	
2nd Quarter	April, May, June	04/01—06/30
Billed June 30th	Due July 30th	
3rd Quarter	July, August, September	07/01—09/30
Billed September 30th	Due October 30th	
4th Quarter	October, November, December	10/01—12/31
Billed December 31st	Due January 30th	

If payment is not received by the due date, a 10% late penalty will be applied.

Please Note: Postmarks not accepted.
 Please allow 7-10 business days for mail and processing time.

Haven't received your utility bill?

If you normally receive a paper bill and have not received it by the 7th day of the month in which it is due, please contact the Utility Billing Department.

PAYMENT OPTIONS:

- Drop Box
- Online Bill Pays
- Phone Payments (Credit / Debit cards)
- Recurring Payments
- Walk-In Payments

PAYMENT TYPES:

- Cash (Small bills or exact change)
- Checks
- Credit / Debit cards
- Money Orders
- Bill Pay

**** All card transactions carry a convenience fee ****



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ACCOUNT HISTORY & BILLS

**To view account history and bills without creating an account.
Please follow the instructions below:**

1. Go to: <https://bit.ly/QuickPaySLP>
2. Enter your account number and PIN
This information can be found in the top, right-hand corner of your utility bill.
3. “View Additional Account Information”

QUICK BILL PAY

**To view and pay your water utility bill without creating an account.
Please follow the instructions below:**

1. Go to: <https://bit.ly/QuickPaySLP>
2. Enter your account number and PIN
This information can be found in the top, right-hand corner of your utility bill.
3. Enter payment amount (bottom, right)
4. Make payment



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RECURRING PAYMENTS

**To complete this process, you must create an account with Point & Pay.
Please follow the instructions below:**

1. Go to: <https://bit.ly/QuickPaySLP>
2. Enter your account number and PIN
This information can be found in the top, right-hand corner of your utility bill.
3. Act as if you are making a payment → Enter payment amount (bottom, right)
4. Here you will select Register Account → 
5. Once you created an account → you will receive an email from No Reply – City of Spring Lake Park MN Point & Pay: CONFIRM MY EMAIL
6. To complete your registration and create your account, please click on the “CONFIRM MY EMAIL” link
7. You will then be routed back to the sign in page. Sign in →
8. On your dashboard it should have your account information listed and to the right of that → Recurring Payments ON/OFF →
9. Follow the prompts to enter payment information
10. Agree to the Terms & Conditions
11. Save recurring payments



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SIGN IN – POINT & PAY

**To complete this process, you must create an account with Point & Pay.
Please follow the instructions below:**

1. Go to: <https://bit.ly/SignInPointPay>
2. Consider bookmarking the link above for easy future access.
3. Sign in with your email and password
4. Once signed in it will display your Dashboard

PAPERLESS BILLING

Contact the Utility Billing Department to receive your water utility bills via email.

Once you sign up for paperless billing, you will no longer receive a paper copy of the water utility bill. Paperless bills will be sent from City of Spring Lake Park – Utility Billing
noreply@bsacloud.com

If you are signed up for paperless billing, please make sure to check your “Junk” or “Spam” folder in your email. You may need to mark this sender as “Not Junk” or “Safe” to see them in your inbox.

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