⑤ Simple Steps to Register for Pay By Text

Collier County
Public Utilities Department
Utility Billing & Customer Service

1 On *Your Account at a Glance* page, from the *My Profile* drop down menu, select "**Pay By Text**", OR under *Services*, select "**Pay By Text**".

2 On the *Pay By Text* page, check, "**Sign up for Pay By Text**" and "**enter your mobile phone number**". Then, select "**Save my changes**".

3 On the *Pay by Text* page, you will receive confirmation that "**Your information has been updated successfully**". Next, check your mobile phone for a text to complete the process.
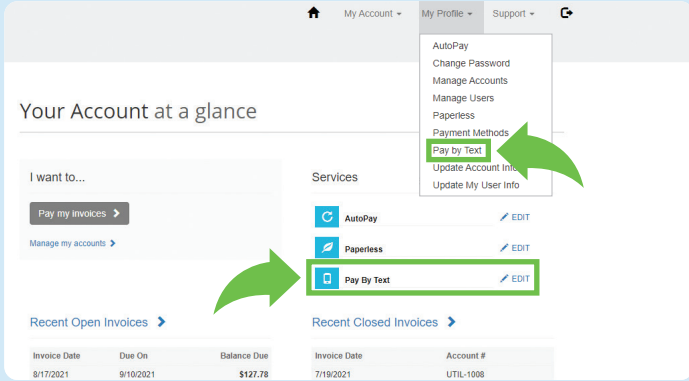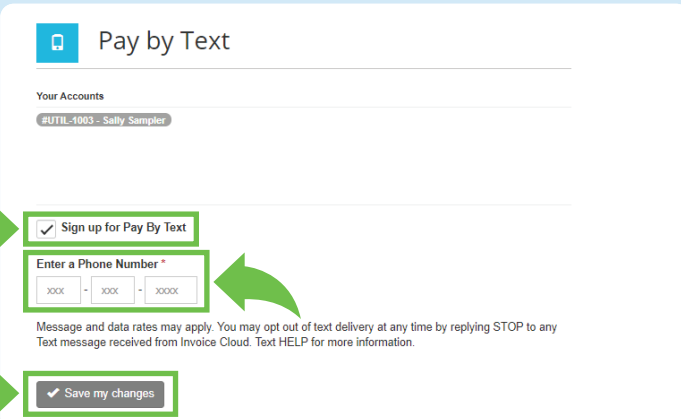

4 On your mobile device, you will receive a text message. Reply "**OK**" to this text. You will receive a reply indicating your *Pay By Text* registration is complete.
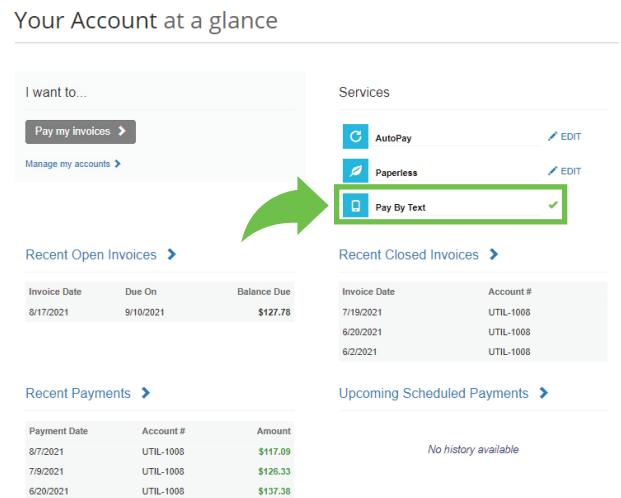

5 Return to the Payment Portal. On *Your Account at a Glance* page, you will see a *green checkmark* confirming *Pay By Text* is active.

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