



Town of Friday Harbor

60 Second St S • PO Box 219 • Friday Harbor, WA 98250

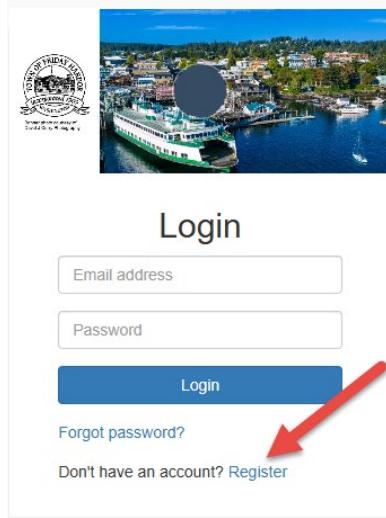
Office: (360) 378-2810 • Fax: (360) 378-2380 • www.fridayharbor.org

Town of Friday Harbor Utility Billing Portal Instructions

How to Register for the Online Portal

Visit: <https://fridayharborwa.municipalonlinepayments.com/fridayharborwa>

1. Go to the Online payment website and at the bottom select **Register**.



Login

Email address

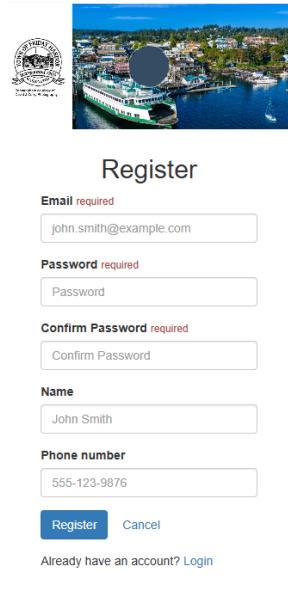
Password

Login

Forgot password?

Don't have an account? [Register](#)

2. Enter in your Email, Name and Password. Phone Number is optional. Select Register, when done. Note: Secure passwords are at least six characters long, include capital and lowercase letters, include at least one number, and include at least one special character (!, @, #, /, etc.)



Register

Email required

john.smith@example.com

Password required

Confirm Password required

Name

John Smith

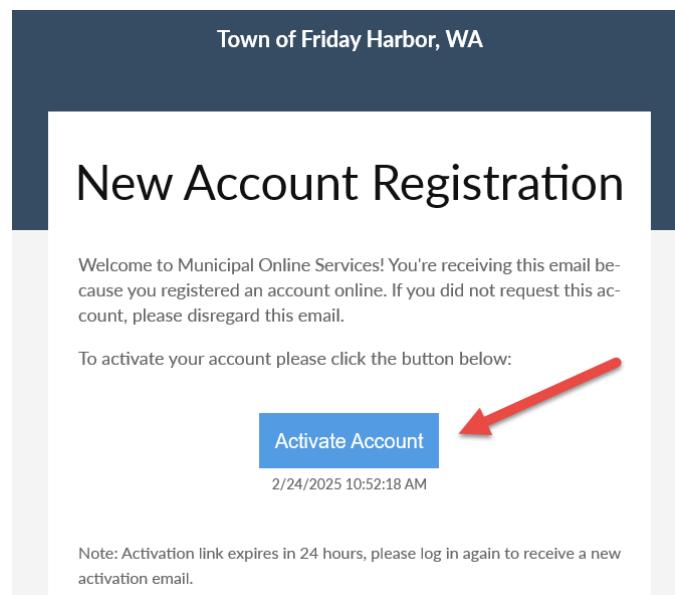
Phone number

555-123-9876

Register Cancel

Already have an account? [Login](#)

3. You will receive an email from noreply@municipalonlinepayments.com to activate your account. Click the link in the email to confirm your email address and activate your account. The link returns you to the login page for your online services website with a note that says "Your account has been activated. You may now login."



Town of Friday Harbor, WA

New Account Registration

Welcome to Municipal Online Services! You're receiving this email because you registered an account online. If you did not request this account, please disregard this email.

To activate your account please click the button below:

[Activate Account](#)

2/24/2025 10:52:18 AM

Note: Activation link expires in 24 hours, please log in again to receive a new activation email.



Town of Friday Harbor

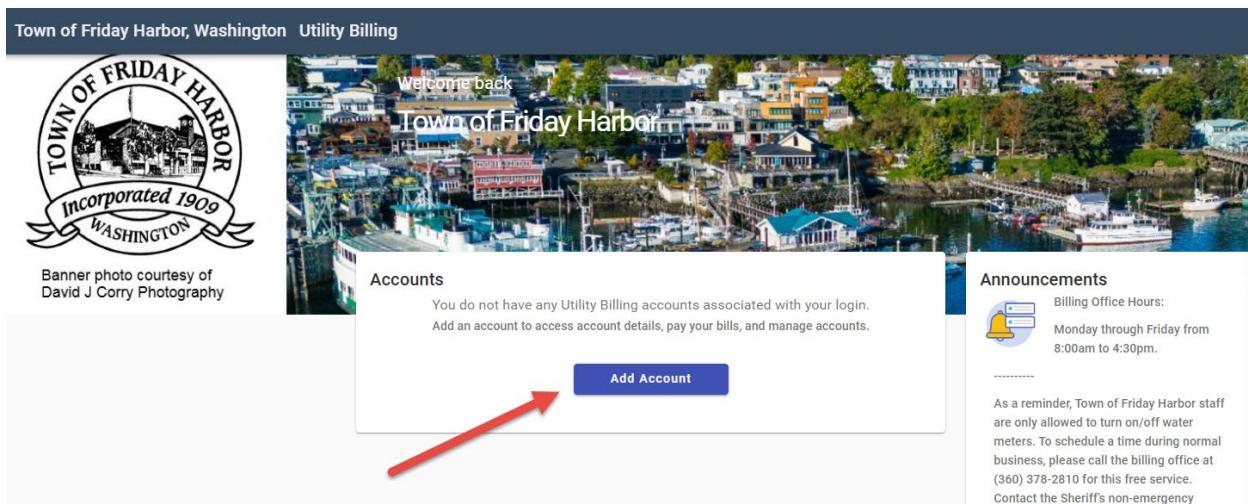
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4. Log in using your email address and password. Once logged in, click on the **Utility Billing** link to add your account(s) to your portal.



5. Once logged in, click on the **Utility Billing** link to add your account(s) to your portal.



6. Add your utility account by entering the account number and your last payment amount. If you need assistance with your account number or your last payment amount, contact the billing office at (360) 378-2810, option 2 or billing@fridayharbor.org.



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How to sign up for e-Billing

After registering and adding an account to your portal, click on **Contact Preferences** to sign up for paperless billing. Select the **Email** option and enter your **Email Address** to receive your bill by email. You can choose to still receive your bill by mail if you keep the **Mail paper copy** option selected.



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How to sign up for Auto Pay

By enrolling in Auto Pay, you understand that your account will automatically be drafted. If you choose to have your payment drafted on the same day of every month, we recommend you select a date 5 days prior to your expected due date of the 10th. If you schedule your payment after it is due on the 10th, you may incur a late penalty that, if left unpaid, will result in disconnection of service.

1. Click on **Enroll in auto pay** to set up your account(s) for auto pay.

The screenshot shows the homepage of the utility billing system. The top navigation bar includes links for Home, Manage accounts, Service requests, and Contact preferences. The main content area features the Town of Friday Harbor logo, a welcome message, and a banner photo of the town. On the right side, there are buttons for Pay bills, Enroll in auto pay (which has a red arrow pointing to it), Schedule payment, and Add Account. The 'Enroll in auto pay' button is highlighted with a yellow box.

2. Select which account(s) to enroll in auto pay.

The screenshot shows the 'Manage auto pay' page. The left sidebar has links for Home, Manage accounts, Service requests, and Contact preferences. The main content area is titled 'Manage auto pay' and shows a table for accounts not enrolled. The table includes columns for account number, address, balance, and due date. Two accounts are listed: one for 60 Second (Town Hall) St S with a balance of \$427.76 and due date 3/10/2025, and another for 1000 Guard St with a balance of \$1,111.71 and due date 3/10/2025. Both accounts have a checkbox next to them. At the bottom right of the table is a large blue 'Enroll' button.

Not enrolled			
<input checked="" type="checkbox"/>	01- [REDACTED]-001 60 Second (Town Hall) St S...	Balance \$427.76	Due date 3/10/2025
<input checked="" type="checkbox"/>	01- [REDACTED]-002 1000 Guard St	Balance \$1,111.71	Due date 3/10/2025



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3. Select your payment day option. Payment will be made on the due date or select a specific day of the month for payment.

Enroll in auto pay

Selected accounts 2

Payment day

I want my payment to draft on my due date.

I want my payment to draft on this day every month

Your first draft will be **3/10/2025**.

4. Enter your payment method. Credit card or eCheck options available.

Payment method

Enter new Credit card

Card number

MM YYYY

Cardholder name

Address

Billing ZIP code Security code

Enter new eCheck

Cancel Enroll now

5. You will receive confirmation on the screen once enrolled.

☰ Town of Friday Harbor, Washington Utility Billing

Home Manage accounts Service requests Contact preferences

Auto pay setup confirmation

You have successfully enrolled in Auto Pay!

Your credit card ending in **████████** will be drafted on the **due date** for account number **01-████-001**. You will receive a payment reminder 4 days in advance and a notification after each payment is made.

You have an existing balance on your account ?
Would you like to pay your balance of **\$427.76** now?

Pay Now

Home Manage auto pay



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How to request my water to be turned off or on

As a reminder, Town of Friday Harbor staff are only allowed to turn on/off water meters. To schedule a time during normal business, please call the billing office at (360) 378-2810 and send an email to billing@fridayharbor.org or create a service request in your online portal for this free service. Contact the Sheriff's non-emergency number at (360) 378-4151 if a leak occurs after hours for a water crew member to assist.

☰ Town of Friday Harbor, Washington Utility Billing

Home Manage accounts Service requests Contact preferences

Service requests

Submit service request

Here you can submit a request for specific services. After submitting a request, you will receive an e-mail message verifying your request.

* Select address
60 Second (Town Hall) St South

* Select service
Turn off Water

Special instructions or message
Turn off water on 03/05/2025 at 10:00am for leak repair with plumber. Will need crew member onsite to turn on/off while finding leak.

Submit service request

Previous requests

No previous requests found.