Online Bill View & Payment Guide

To Register or to Make a One-Time Payment or View Your Bill (without registering)

1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal.

2. Click on the Pay Now button and enter your account number and service address. Click on Search Invoices to locate your bill. Helpful Hints:
   - If your account # starts with a 0 (zero), do not enter the zero.
   - Enter a dash before the last two #s (i.e.: 12345678-90)
For a street address, enter ONLY a house # and a portion of the street name (i.e.: 25 Maple) Do Not use the word “street”, avenue, etc.
If you live on a street that includes a direction, enter it as either of these examples: 32 S Main or 00 E Grove. Do not spell out the direction name or include a period after the initial.

3. Select the invoices you would like to pay and then click on the Add selected invoices to your cart. If you wish to view your invoice, click on the View Invoice option. Note: If you wish to register your account, you may do so at this step by clicking on the Register Selected Invoices.

4. Review the invoices in your cart and click on Proceed to Checkout. You will be able to enter a different amount on the next screen if you wish.
5. Select Credit Card or EFT (Check) from the dropdown and then click on Continue to Payment Information.

6. Enter payment information and billing address. Click on Continue to Review Payment.
7. Review your information and click on Process Payment. You’ll then receive an email confirmation. Note: If you wish to sign up for Pay by Text messages or Paperless, you may check the appropriate boxes.

8. You’ll then receive an email confirmation. Click on the Sign Out () icon in the upper right when you are finished in the payment portal.

Set Up Automatic Payments

1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal. Click Sign In (top of page) and on the next page enter your email address, password and the secure code that displays. Click Sign In.

2. Once logged in, you’ll see your customer dashboard with recent activity. Click on AutoPay.
3. Click on New AutoPay Setup.

4. Select the account you would like to set up for AutoPay and the payment method and make sure the “Yes, put me on AutoPay” option is marked. Click Save this AutoPay Setup. You will then receive an email confirmation.
5. You will then receive an email confirmation. If you want to edit your AutoPay settings at a later date, you can click on the AutoPay option on your dashboard, after signing in.

6. When finished in the payment portal, click on the Sign Out (Logout) icon in the upper right.

View Your Bill Online (registered users)

1. Go to MGED.com and click on View / Pay My Bill (left side) to go to our Invoice Cloud payment portal.

2. Click on Sign In (top of page) and on the next page enter your email address, password and the secure code that displays. Click Sign In.
3. Once logged in, you’ll see your customer dashboard with recent activity. Click on Recent Open Invoices and then click on View Invoice. A PDF version of the bill will download. Depending on the browser you are using, and your settings, you may see the PDF file at the bottom of your browser window or you may receive a prompt on screen to open or save.

4. When finished in the payment portal, click on the Sign Out () icon in the upper right.