

MyGovHub Customer Instructions:

City of Orange Beach, AL
MyGovHub

Looking for Utility Bills? [Try QuickPay](#)

Manage your bills all in one place.

Create a Profile here, once your profile has been created you can log into MGH to review and/or pay your bill. If you choose not to create a log in you can still access the Quick Pay option to make a payment as long as you know your Service address and Account number.

It only takes about a minute — Create a profile or [learn more](#).

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To use the Quick Pay option, you do not have to set up a profile, you can simply key in address and account number and pay with your credit card. When keying in the Service Address you can type in the first 3 characters of the address and the print will turn green letting you know it can search on that criteria.

QuickPay

Search for: **UTILITIES** PROPERTY TAXES

Service Address Account Number Find Accounts

Please enter information as shown on your bill. Include both address and account number to find utility accounts.

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To use the Quick Pay option the customer must have **service address and account number**. Once they press find account they can select their account and Pay.

Step 2: To set up a profile, you must enter an email address and password, then you will need to add your account to your profile:

City of Orange Beach, AL
MyGovHub

Admin MistyBallantyne

Overview

Accounts [Add Account](#)

Utilities

You haven't added any accounts

Welcome

And thank you for using MyGovHub!

Go Paperless

Sign up for paperless billing and get email notifications for new bills sent to your inbox.

Go Paperless Today!

*Paperless billing requires a verified email address.

Once you have created a profile, then add your account (s) to your profile here.

Step 3:

ADD ACCOUNT

Please enter information as shown on your bill.
Include both address and account number to find utility accounts.

Address*
25803 per

Account #*
10321100

Find Accounts [Reset](#)

Close

It is not necessary to type in the whole address a partial will do since it's validating on the account number as well.

Then press Find Accounts

This screenshot shows the 'ADD ACCOUNT' form. The 'Address*' field contains '25803 per' and the 'Account #' field contains '10321100'. A 'Find Accounts' button is visible, along with a 'Reset' link. A 'Close' button is at the bottom right. Two callout boxes provide instructions: one pointing to the address field stating that a partial address is sufficient due to validation on the account number, and another pointing to the 'Find Accounts' button.

Step 4

ADD ACCOUNT

Please enter information as shown on your bill.
Include both address and account number to find utility accounts.

Address*
25803 per

Account #*
10321100

Find Accounts [Reset](#)

Matching Accounts

- Utility - ABC STORE #239
25803 PERDIDO BEACH BLVD / 10321100

Add Accounts

Close

Click the box next to the property you wish to add then press Add Accounts. You can have more than one account on your profile.

This screenshot shows the 'ADD ACCOUNT' form after a search. The 'Find Accounts' button is now disabled, and a 'Reset' link is visible. A 'Matching Accounts' section is displayed, containing a single entry: 'Utility - ABC STORE #239' at '25803 PERDIDO BEACH BLVD / 10321100'. An 'Add Accounts' button is located below this entry. A callout box instructs the user to click the checkbox next to the property and then press 'Add Accounts', noting that multiple accounts can be added.