

24 Online Payment

City of La Cygne

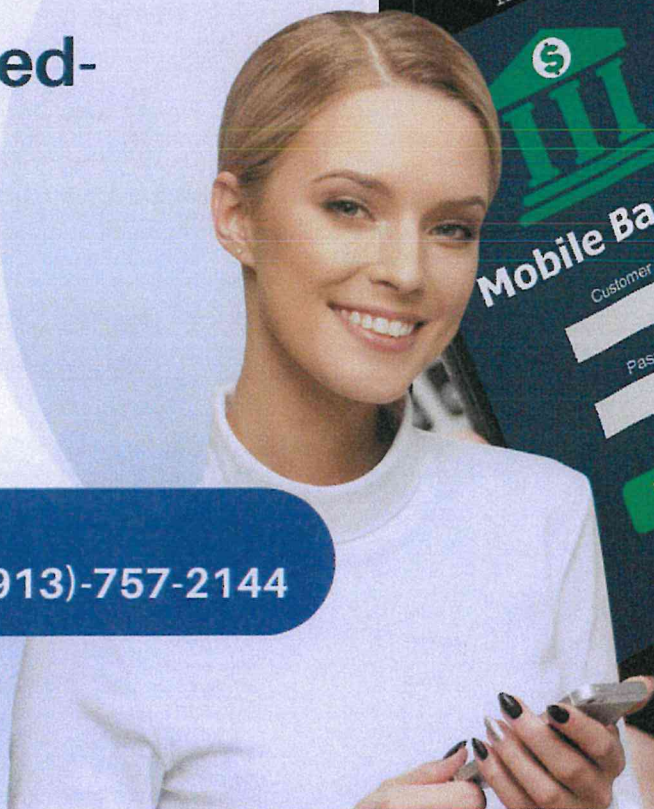
The moment has arrived! Let's set you up for online access for your City of La Cygne Utility Account.

What you will need-

- ✓ Enclosed Instructions
- ✓ Account Number
- ✓ Prior Utility Bill
- ✓ Computer/Phone/Tablet



More Information
Call City Hall at (913)-757-2144





Account Log In

E-Mail

Password



Log In

[Forgot your password?](#)

[Create an account to schedule payments and sign-up for AutoPay.](#)

Don't want to login? Lookup your account to make a one-time payment.

Utility Quick Pay

Search by Name and/or Address

Owner Name

Street Address

Search

Search by Account Id

Account Id

Search

City of La Cygne

P.O. Box 600

206 Commercial Street

La Cygne, KS 66040

Telephone: 913-757-2144

Office Hours

Monday through Friday 8:00am - 4:30pm

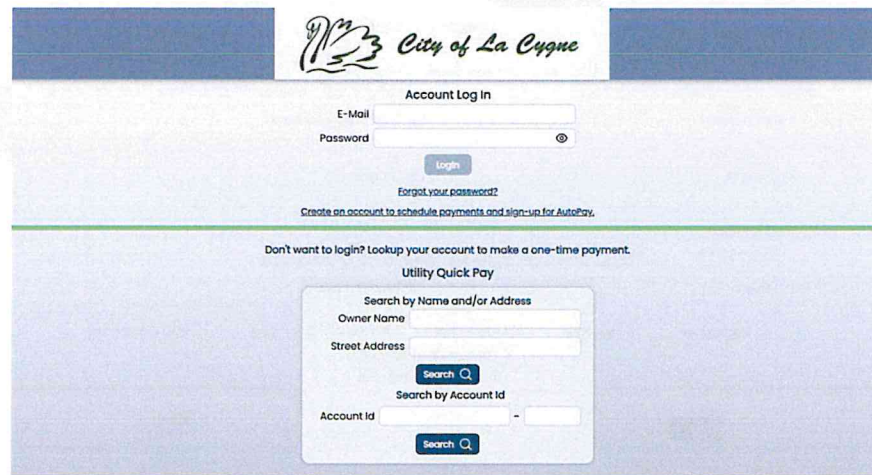
How to Create an Account on the Online Payment Portal

A Guide for Residents

Payment Portal: <https://wipp.edmundsgovtech.cloud/home?wippId=LCKK>

Step 1 — Visit the Payment Portal

- Open your web browser and navigate to the payment portal link above, or click the link provided on the City's website.

A screenshot of the City of La Cygne payment portal homepage. At the top is the city logo and name. Below is an 'Account Log In' section with fields for 'E-Mail' and 'Password', a 'Login' button, and links for 'Forgot your password?' and 'Create an account to schedule payments and sign-up for AutoPay'. A horizontal line separates this from the 'Utility Quick Pay' section, which includes a search box for 'Owner Name' and 'Street Address', and another search box for 'Account Id'. Both search boxes have a 'Search' button with a magnifying glass icon.

Step 2 — Creating Account

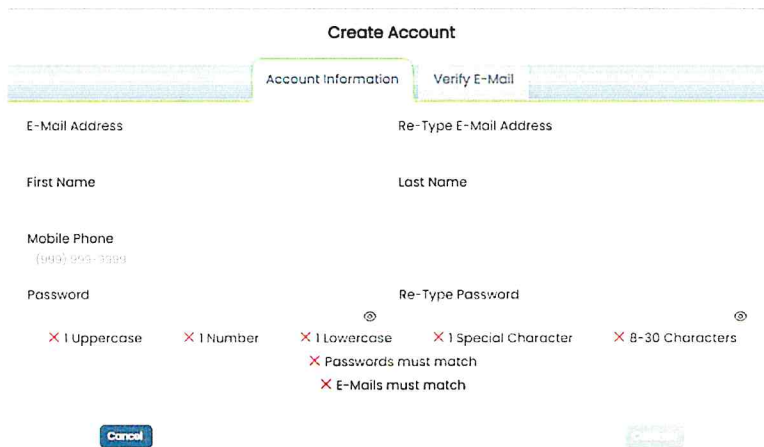
On the homepage, locate and click the link Create an account to schedule payments and sign-up for AutoPay. This is found under Forgot your password?

A screenshot of the City of La Cygne payment portal homepage, identical to the one above. In this version, the link 'Create an account to schedule payments and sign-up for AutoPay' is highlighted with a red rectangular box. The rest of the page content, including the login fields and search boxes, remains the same.

Step 3 — Enter Your Information

Fill out the account information with the following information:

- First Name
- Last Name
- Phone Number
- Email Address
- Password (must meet the listed requirements)
- Confirm Password



The form is titled "Create Account" and has two tabs: "Account Information" (selected) and "Verify E-Mail". It contains the following fields and requirements:

- E-Mail Address
- Re-Type E-Mail Address
- First Name
- Last Name
- Mobile Phone (999) 999-9999
- Password
- Re-Type Password

Requirements for Password and Re-Type Password:

- × 1 Uppercase
- × 1 Number
- × 1 Lowercase
- × 1 Special Character
- × 8-30 Characters
- × Passwords must match
- × E-Mails must match

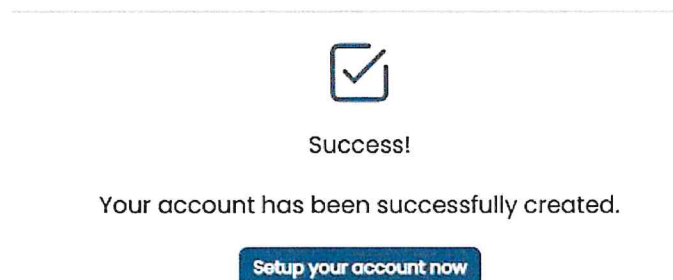
Buttons: Cancel, Continue

- Once you click continue, you will receive a ****verification email**** at the address you provided. Open the email and you will find the verification code needed for the next step.
- ⚠ Note: If you do not see the email in your inbox within a few minutes, please check your spam or junk folder.

Step 4 — Enter account verification code sent to your email into the boxes provided.

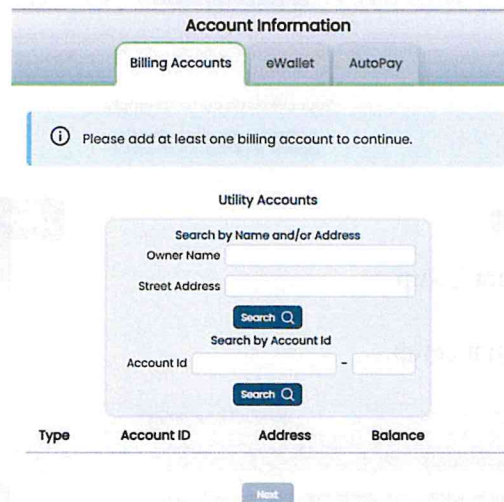
Step 5 — Set up Account

- Once account has been successfully created, click the blue button titled “Setup your account now”



Step 6 — Add Billing Accounts

- After logging in, you will be prompted to link your account to your utility bill by entering your account number id, owner name, or street address which can be found on your bill statement.



Account Information

Billing Accounts eWallet AutoPay

Please add at least one billing account to continue.

Utility Accounts

Search by Name and/or Address

Owner Name

Street Address

Search

Search by Account Id

Account Id -

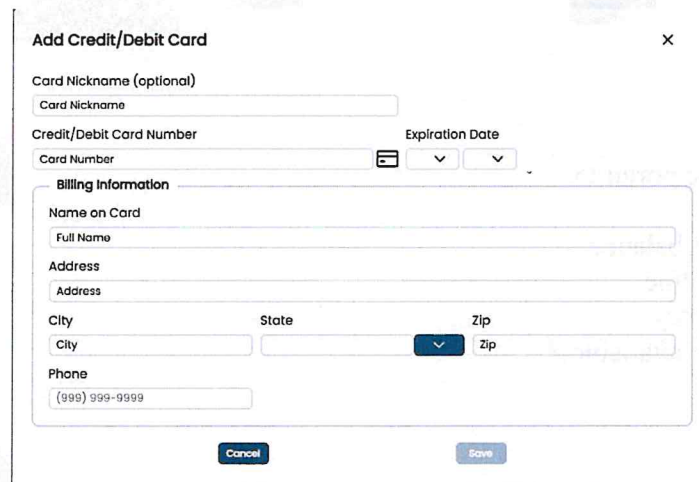
Search

Type	Account ID	Address	Balance
Next			

- Once you enter your account either by name, address, or account id, it will ask you to confirm account details. If this is the correct account, click *confirm*. Click *Next*.

Step 7 – eWallet

- Proceed to enter either a checking account or credit/debit card.



Add Credit/Debit Card ×

Card Nickname (optional)

Credit/Debit Card Number

Expiration Date

Billing Information

Name on Card

Full Name

Address

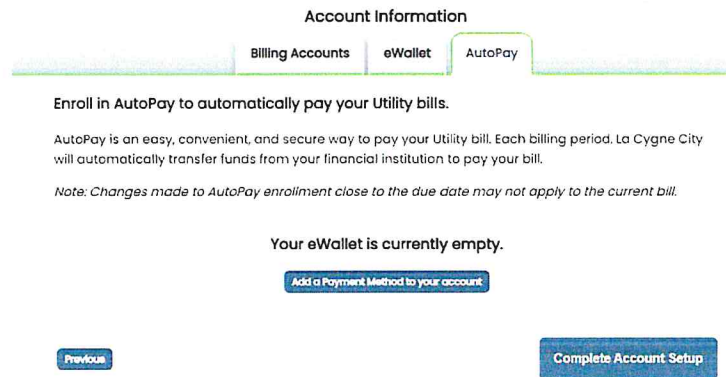
City State Zip

Phone

- Once entered, click *Save*.

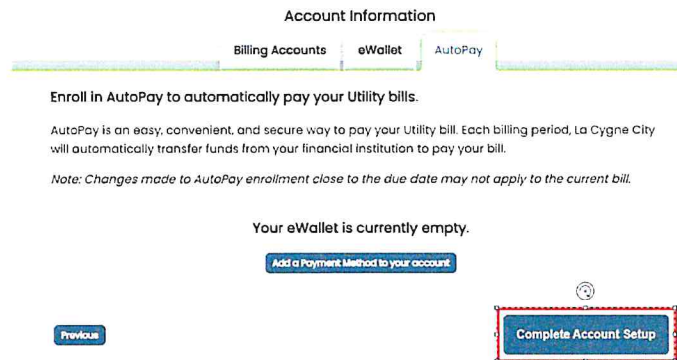
Step 8- Enroll in Autopay

- If you choose to enroll in autopay allowing the City of La Cygne to transfer funds from your financial institution to pay your bill, proceed to select your payment method.

This screenshot shows the 'Account Information' page with three tabs: 'Billing Accounts', 'eWallet', and 'AutoPay'. The 'AutoPay' tab is selected and highlighted with a green border. Below the tabs, the text reads: 'Enroll in AutoPay to automatically pay your Utility bills.' followed by a paragraph explaining that AutoPay is an easy, convenient, and secure way to pay utility bills. A note states: 'Note: Changes made to AutoPay enrollment close to the due date may not apply to the current bill.' Below this, it says 'Your eWallet is currently empty.' and provides a button 'Add a Payment Method to your account'. At the bottom, there are two buttons: 'Previous' and 'Complete Account Setup'.

Step 9- Complete Account Setup

- Click complete account setup.

This screenshot is identical to the one above, showing the 'Account Information' page with the 'AutoPay' tab selected. However, the 'Complete Account Setup' button at the bottom right is highlighted with a red dashed border, indicating the next step in the process.

You can now use the portal to:

- View your account balance
- Make payments online
- View payment history
- Set up autopay *(if available)*

Powered by Edmunds GovTech — Online Payment Portal (WIPP)