KINGSBURY
GENERAL IMPROVEMENT DISTRICT

Contact Info
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ONLINE ACCOUNT SET-UP

You can create an online account to check your account balance, enroll in paperless billing, and set up auto payments.

HOW TO

Go to the Kingsbury General Improvement Website at www.KGID.org and click on Online Bill pay.

- If you do not have a login created yet, click on 'Sign Up' button at the bottom of the login.
  - Enter the first name and last name as it is listed on your utility bill. For business names leave the first name blank and enter the business name in the last name section.
  - Enter the account number including all zeros and the dash (example: 001234-000)
  - Enter your email and password and confirm both.
  - Click 'Complete Registration.'
  - Once logged in validate your email address by going to the 'My Profile' tab and click the link.
  - Click the link in the email that will be sent to complete the validation process.

- To enroll in auto payments, log into your account at https://kgid.merchanttransact.com or by clicking on 'Bill Payment', then 'Pay Your Bill Now' from the KGID home page www.KGID.org.
  - Once logged in, from the dashboard click the 'Sign up for Auto Pay' link to the bottom right.
  - Under the Auto Pay Options section, click the box to the left of the words Yes, I would like to activate auto payment.
  - Enter the card or bank details, or you can choose an existing payment method if one has previously been entered.
  - You can also turn off paper bills and enroll in electronic statements by clicking on the boxes to the left of those options shown above auto pay.
  - Click the 'Save' button at the bottom left once all the boxes for the desired options have been chosen.

For any questions, please call 775-588-3548