Online Bill Pay Instructions

Note: It is recommended that you print out a copy of these instructions to refer to prior to signing up for the online bill pay service - MyGovHub

1.) You must have a copy of your county water or sanitation bill before attempting to sign up for this service.

2.) Choose the "Signup/Pay Utility Bill" link on the county website to navigate to the signup page or you can type https://upsoncountyga.mygovhub.com in your computer's web browser.

3.) If you are signing up for the service for the first time, fill out the "Create a Profile" section of this page and choose the "Create Profile" button. Note: When populating the First Name and Last Name fields, you must start each of these with a capital letter (ie. Jane Doe not jane doe).

4.) Choose the button to "Add Account"

Upson County GA
MyGovHub

JaneDoe ⌄

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.

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5.) Fill out the requested information by putting in your street number in the Address field of the form . For example, if you live at 121 Anywhere Street, just put in 121 in the Address field. Then enter your account number that is found on your water or sanitation bill and click on the "Find Accounts" button.

6.) All of your accounts that are assigned to that address under that account number should now be visible. Place a check mark in the box of each account that you want to add to your MyGovHub profile and follow all on-screen instructions. You are now set to pay your utility bills online.

7.) When you are ready to pay your bill online, just go to the county website at http://upsoncountyga.org and choose the Signup/Pay Utility Bill link or you can go directly to the bill pay page by entering https://upsoncountyga.mygovhub.com directly in to your computer's web browser.

8.) Sign in using the email address and the password you created when you signed up for the service.

Note: If you have trouble signing up for the service or you have question, please call Tyesha Snelson at 706-646-5463 for assistance. You must have a copy of your water or sanitation bill available when you call. We cannot assist you unless you have that information available.