

In order to create your new online account, you need to follow the following steps:

- Log onto our website at: www.gardnerkansas.gov
- On the City Home screen you will see a gold box with “**\$ Online Payments**”, click there.
- In the middle of this page click on the first option, “To register, view or pay your account online, [log in here](#)”.
- This will take you to the Welcome to SunGard City Click2Gov Utility Billing homepage
- On the left hand side of this page in blue you will need to click on the option “**Create New User**”
- You will now be taken to the page to enter email address, your information, password and security questions.
- Once you have finished filling out this information click “**Create New User**”, you will then receive an e-mail. You will need to use the link you receive in the e-mail for the system to accept your email address.
- Go to the menu option on the left hand side in blue of “**Logon**”.
- You will now need to click on “**Select Account**” in the blue field on the left hand side of the page
- Click on the link “**Edit Master Account**” on this page to add you Utility account to this Online Account.
- You will use the information off your most recent utility bill (account ID, Bill Date, Cycle and Route Number) to add the utility account to your user.
- Once you have successfully added the account, you should be able to view the account by clicking on “**Select Account**” again in the blue field on the left hand side of the page and then clicking on the link to the utility account under the Account Number field.

I hope you find this information helpful. Please feel free to contact utilities@gardnerkansas.gov if you should have any further problems accessing your account online. Thank you.