



Sandusky County Sanitary Engineers

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INSTRUCTIONS FOR ONLINE BILL PAYMENT

To make a utility billing payment online via a Credit or Debit Card, you can access the webpage three different ways:

1. Go to the Sandusky County Sanitary Engineer website at www.sanduskycountysanitaryengineers.com.
 - On right side of the **Home** webpage, Click on **Pay Bill Now**
2. Go to the Sandusky County Sanitary Engineer website at www.sanduskycountysanitaryengineers.com.
 - Click on **Pay Bill**
 - Click on the link at the bottom right of page under **Pay Bill Online:**
<https://www.cubicutilitybilling.com/portal/sanduskyoh/customerlogin.html>
3. Go to the Sandusky County website at www.sandusky-county.com.
 - Click on **County Department**
 - Click on **Sanitary Engineer**
 - Click on the link at the bottom right of page under **Pay Bill Online:**
<https://www.cubicutilitybilling.com/portal/sanduskyoh/customerlogin.html>

First time users will need to register their information under the **Register Your Account** screen. Enter your **Book, Account** and **Service Address** as it appears on your Utility Bill. The Service Address will be the first service address line exactly as listed on your Utility Bill (all spaces are considered characters). Also enter your **email address** that is filed with the Sanitary Engineers. If we do not have the email address on file with the account, you will need to contact the Sanitary Engineers via email (saneng@co.sandusky.oh.us) or phone (419-332-9967) during regular office hours, 8:00 a.m. to 4:00 p.m. The Sanitary Engineers needs to add this email address to your account.

From there, enter a unique Username, Password and answer 3 Security Questions (which are used if you forget your Username and Password). The password is case sensitive and must include between 8 to 50 characters, at least one number, and at least one letter. After answering your 3 Security Questions, click **Save** to lock in your information. Please save your Username, Password and answers to the Security Questions in a secure location. Click to return to the Customer Login.

From the Customer Login, enter your **Username** and **Password** to **login** to your Account. Once logged in, Account Summary information will be displayed. From this screen, select to make a payment and to view your current bill.

If you have any questions, please contact the Sanitary Engineers.