

Town of Simla Community Connect Portal Registration Guide

<https://simlaco.ourcommunityconnect.com/loginonnect>

Step 1: Access the Portal

- Select Create your account

Town of Simla

Welcome to the
Town of Simla
Community
Connect!

- Pay your utility bill by signing into your account or by using our convenient Pay as Guest option.
- Pay as Guest may also be used to make payments for traffic summonses/citations and any other payments due to the Town of Simla.

Please contact Town Hall at 719-541-2468 if you need assistance creating your portal login for utility payments.



Sign in

* indicates required field

Email is required

Password is required



Success!



[Forgot Password?](#)

[Sign in](#)

Or login in using your account



New User? [Create your account](#)

Step 2: Create Your Login

1. Complete the registration form by entering email address and creating password
2. Confirm password entered

Your password must:

- Be at least 8 characters long
- Contain at least one uppercase letter
- Contain at least one lowercase letter
- Contain at least one number
- Contain at least one special character

3. After completing form, click **Register**

 **Town of Simla**

1 Register

Email*
townhall@townofsimla.com

Password*

Confirm Password*

☒ Password must be at least 8 characters

☒ Password must have an uppercase character

☒ Password must have a lowercase character

☒ Password must have a number

☒ Password must have one of the following symbols \$*.[\|()?!@#%&/\,;><';|_~`

☒ Passwords must match

Phone Number

☐ Opt In to Text Message Alerts

****Messaging and data rates may apply****

☒ Success!

 **CLOUDFLARE**
Privacy · Help

Register

Or continue with

 

Verify Email

Step 3: Verify Your Email

1. Check your email for a verification code.
2. Enter the code in the verification code field.
3. Click verify



Setup a new account

indicates a required field

1 Register

2 Verify Email

We've sent a verification code to your e-mail, please enter it below

Verification Code*

Code

Verify

Resend code (23 seconds)

3 Utility Account Setup

4 Setup Autopay



Step 4: Link Your Utility Account

After your email is verified, you will be prompted to connect to your utility account.

Enter:

- Customer number
- Last Name or Last billed amount

Select verify to link your account.



Setup a new account

indicates a required field

1 Register

2 Verify Email

3 Utility Account Setup

Customer Number*

Last Name or Last Bill Amount

Verify

Go to homepage

4 Setup Autopay



Step 5: Set Up AutoPay (Optional)

You may choose to set up AutoPay immediately or skip this step and set up auto pay later

If setting up Autopay:

1. Select a payment method
2. Choose the number of days before the due date the payment should be processed.
3. Optionally set a maximum payment amount.
4. Click Next to complete set up.

Payment Processing Fees

Payments submitted through the portal include the following convenience fees:

- Credit/Debit Card: **3.5% + \$0.10 per transaction** (minimum fee of **\$2.95**)
- ACH (Checking/Savings Account): **\$2.00 per transaction**

The screenshot shows the 'Setup Autopay' step of the 'Utility Account Setup' process for the Town of Simla. The page has a sidebar with a progress indicator showing four steps: 'Utility Account Setup', 'Schedule', 'Payment Method', and 'Setup Autopay' (the current step). The main content area includes a heading 'You can setup autopay below or setup later and just proceed to the homepage' with a 'Go to homepage' link. Below this is a progress bar with two steps: '1 Schedule' and '2 Payment Method'. The 'Schedule' section is active and contains a dropdown menu to 'Select the number of days prior to due date' (with a note '* indicates a required field'). Below the dropdown is a checkbox labeled 'Would you like to establish a maximum payment amount for autopay?'. A 'Note' states: 'If your bill is currently due a payment will automatically be taken on today's date to pay off that balance.' At the bottom of the 'Schedule' section is a 'Next' button. A 'Notice' states: 'If account is past due, full account balance will be processed when setting up autopay.' Below the notice is a paragraph explaining that payments through the portal include a convenience fee based on the total amount due. At the bottom, two fee structures are listed: '3.5% + \$0.10 per transaction for credit/debit card payments (\$2.95 Minimum)' and '\$2.00 for checking/savings account payments (ACH Payments)'. The page has a light blue header with the 'Simla Town of Simla' logo and a vertical scrollbar on the right.

Simla Town of Simla

Utility Account Setup

4 Setup Autopay

You can setup autopay below or setup later and just proceed to the homepage

[Go to homepage](#)

1 Schedule 2 Payment Method

Select the number of days prior to due date
* indicates a required field

Days prior to due date*

☐ Would you like to establish a maximum payment amount for autopay?

Note: If your bill is currently due a payment will automatically be taken on today's date to pay off that balance.

[Next](#)

Notice: If account is past due, full account balance will be processed when setting up autopay.

Please note that payments tendered through this portal will be assessed as a convenience fee based on the total amount due. Convenience fees are in addition to the amount(s) owed and are calculated as follows:

3.5% + \$0.10 per transaction for credit/debit card payments (\$2.95 Minimum)

\$2.00 for checking/savings account payments (ACH Payments)

Step 6: Access Your Account

Once registration is complete click Utility Bill under Where to? To:

- View account balances
- Make payments
- View and download bills
- Enroll in paperless billing
- Manage autopay
- Manage stored payment methods
- Link additional utility accounts



Welcome to the Community Portal!

Where to?

Utility Bill
TOWN OF SIMLA/BIG PARK#2

\$0.00

Quick Links

Other Payments

Account Summary

ACTIVE

ACCOUNT NUMBER
315

SERVICE ADDRESS
325 PUEBLO AVE. BIG PARK #2

DUE DATE
Jul 15, 2026

TOTAL AMOUNT DUE
\$0.00

LAST PAYMENT
—

Make a payment

View my bill

Itemized

1 line · Billed Jun 30, 2026

SERVICE	DETAIL	USAGE	AMOUNT
Water	Import Readings	36	\$0.00
Total Due			\$0.00

Customer Info

NAME
TOWN OF SIMLA/BIG PARK#2

EMAIL
townhall@townofsimla.com

SERVICE ADDRESS
325 PUEBLO AVE. BIG PARK #2
SIMLA, CO 808350000

MAILING ADDRESS
325 PUEBLO AVE. P.O. BOX 237
SIMLA, CO 80835

Enroll in Paperless

Manage Auto Pay

Manage Wallet

Link Another Account

Need Help?

If you need assistance creating your portal login or accessing your utility account, contact:

Town of Simla Town Hall

 **719-541-2468**