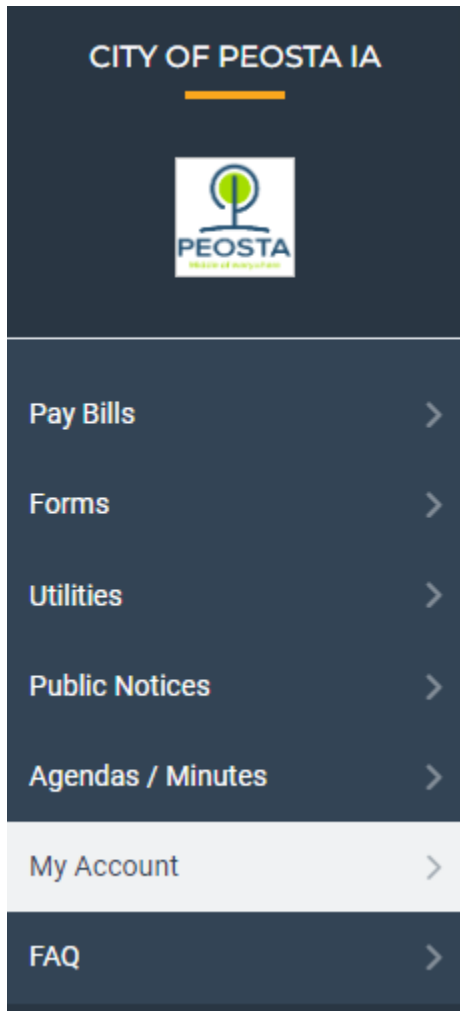


If you have a Front Desk account and login, you can proceed to the next step. If you do not have a Front Desk account go to <https://cityofpeosta.frontdeskworks.com/>. You will need an email address and your utility billing account number. If you need assistance contact city hall at 563-556-8755.

Go to “My Account” on the left side of the screen.



“Edit” your information and make sure the “Mobile” phone number is entered. Please note that the number can only be in one place.

The screenshot shows a form with two main sections: 'Email' and 'Phone'. The 'Email' section has three rows, each with a category label (Work, Personal, Other) and an 'Email Address' input field. The 'Personal' row has a green checkmark to its right. The 'Phone' section has five rows, each with a category label (Mobile, Fax, Home, Other, Work) and a 'Phone' input field. A blue 'Confirm' link is positioned to the right of the 'Mobile' phone input field. A red arrow points from the 'Mobile' phone input field to the 'Confirm' link. Another red arrow points from the 'Confirm' link to the right. At the bottom right of the form are two buttons: 'Back' (grey) and 'Save' (blue).

Next you will need to confirm your number. Click on “Confirm” and enter the code that will be sent to your phone. Be patient as the code may take a couple of minutes to receive.

The 'Validate Mobile' dialog box has a title bar with a close button (X). The main text reads: 'A 5 digit code has been sent to your number. Please enter the code here'. Below this is a text input field with the placeholder text 'Please enter code'. Underneath the input field is a blue link that says 'Didn't receive code? Request again'. At the bottom of the dialog are two buttons: 'Cancel' (grey) and 'Confirm' (blue).

On the same screen on the lower right side you can “Edit” your “Notification Preferences”. Enable all the “SMS Text” options.


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Messaging Preferences

NOTIFICATION PREFERENCES

	Email	SMS Text
Payments	disabled ▾	enabled ▾
Utilities	disabled ▾	enabled ▾
Citizen Request	disabled ▾	enabled ▾
Form Updates	disabled ▾	enabled ▾
Weekly Digest	disabled ▾	enabled ▾

Receive Utility Paper Bill



Front Desk can be used for many other things including looking up your consumption and payment history, accessing invoices and setting up autopay and making one time payments.

If you have any questions or require any assistance please contact city hall at 563-556-8755.

Thank you.