

Utility Billing Customer Self-Service Instructions to Pay Your Bill

UTILITY BILLING SUMMARY

After logging in to your account, select Citizen Self Service and under Utility Billing, select Account Summary.

The Account Summary page provides links to sign up for EFT Automatic Payments as well as make a single payment. Here you can click "**Sign up for EFT Automatic Payments**" OR pay via credit card or eCheck by clicking on **Pay Now** as indicated in the below diagram.

Θ						
Home Citizen Self Service	Utility Billing Account Summa Link to Account Sign u	ry o for EFT Automatic Payments Manage Bills				
Utility Billing	Billing Account					
	Service Address	100 TYLER ST				
Accounts	Account Number	8123746				
Manage Bills						
Account Summary	Your Current Balance					
	Amount Due Now	\$117.82	Pay Now			
Automatic EFT Payments	Payment Due Date	2/10/2023				

Pay Now

After selecting "Pay Now" to make a one-time payment, click "Add to Cart"

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Home	Utility Billing Manage Bills						Sign up for EFT Automatic Paym	tents Account Sum	amary
Citizen Self Service	Service Address	100 TYLER ST							
	Account Number	8123746							
Utility Billing	As of	11/22/2023							
Accounts									
Manage Bills	Outstanding Bills (oil yea	rs 1989 to 2029 only)						Show Pa	ut. Bills ¥
Account Summary	Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	De	rtails
Automatic EET Daumonte	5	502804	1/30/2023	2/9/2023	\$117.82	\$0.00	\$117.82	Bitt 🕏	etails
Automatic EFT Payments							Total Due: \$117.82		
Contact Us							select bills you would like to pay no	Add to Ca	et Cort

Once the item is in the cart, move your cursor to the cart icon and hover until you see "Review Cart/ Checkout". Select **Checkout.**

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Home Citizen Self Service	Utility Billing Manage Bills Statistics 50304 was added to your shopping cart. So provide with payment, click "why Cart Then click "Checkourt."							Revie Cart Overland	
Utility Billing	Service Address	100 TYLER ST							
	Account Number	8123746							
Accounts	As of	11/22/2023							
Manage Bills									
Account Summary	Outstanding Bills (:	il years 1969 to 2029 only)							Show Past Bills #
Automatic EFT Payments	Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details	
Contact Us	2	502804	1/30/2023	2/9/2023	\$117.82	\$0.00	\$117.82	Bill Details	
connect of							Total Due: \$117.82		
								select b	Add to Cart ills you would like to pay now, then click "Add to Cart"

Once you select Checkout, you will be directed to "Automatic Credit Card Payments"

Here you can choose to "enroll" in Automatic credit card payments **OR** by selecting "**continue**", you can select another payment method.

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Home	Automatic Credit Card Payments Manage your enrollments in the automatic credit card payment system (optional)						
Citizen Self Service	As a convenience to you, we offer an optional "Automatic Credit Card Payment" service, It you wish to use this service, this page allows you to enroll or delete enrollments based on different bill types you pay on a regular basis. Enrollment status can either be Pending or Fully Enrolled. If pending, then you will still be required to make payments manually until full enrollment is achieved.						
Utility Billing	Current enrollments						
	Bill Category	Account ID	Status				
	U8 Services - General	8123746	Not enrolled in automatic credit card payments.	enrol			
				Continue Cancel			

After clicking "continue" you will be directed to the Payments Program where you can select to enter a credit card or eCheck. The "service fee" will populate under the summary once a method of payment is selected.

Once, the payment method is selected, you will be required to enter your credit card information or checking account information to process the payment.

Payments Summit County [Impl2]		
	Enter your payment information	Summary
	When would you like to pay? Now Later	Subtotal \$117.82 An additional fee may be charged based on your method of payment
	How are you going to pay? O Enter new credit card O Enter new eCheck	
	Where should we send your receipt? Email for receipt*	
	You will not be charged until you review your payment on the next step Back Continue	Ę