



DEPARTMENT OF SANITARY SEWER SERVICES

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.

Utility Billing Account Summary

[Link to Account](#) |
 [Sign up for EFT Automatic Payments](#) |
 [Manage Bills](#)

Billing Account

Service Address 100 TYLER ST
Account Number 8123746

Your Current Balance

Amount Due Now \$117.82
Payment Due Date 2/10/2023

[Pay Now](#)

Pay Now

After selecting “Pay Now” to make a one-time payment, click **“Add to Cart”**

Utility Billing Manage Bills

Service Address 100 TYLER ST
Account Number 8123746
As of 11/22/2023

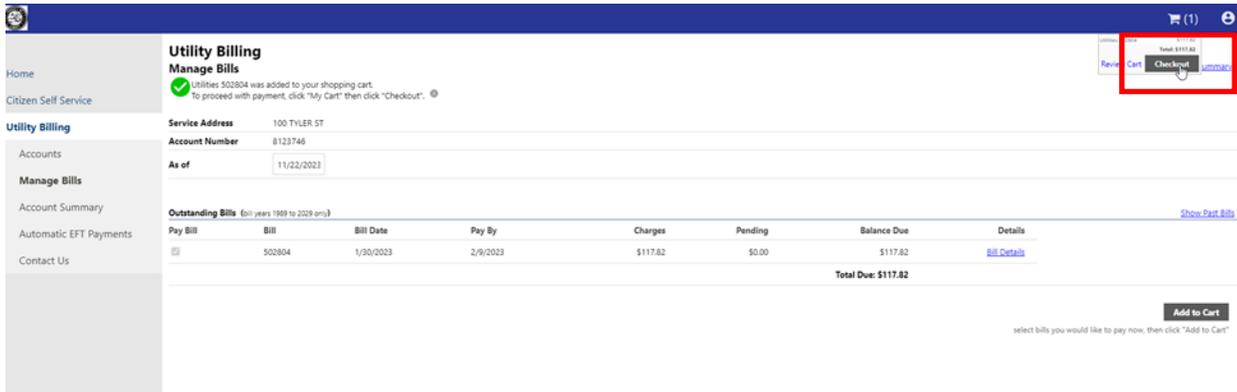
Outstanding Bills (bill years 1989 to 2029 only)

| Pay Bill | Bill | Bill Date | Pay By | Charges | Pending | Balance Due | Details |
|--------------------------|--------|-----------|----------|----------|---------|----------------------------|------------------------------|
| <input type="checkbox"/> | 502804 | 1/30/2023 | 2/9/2023 | \$117.82 | \$0.00 | \$117.82 | Bill Details |
| | | | | | | Total Due: \$117.82 | |

[Add to Cart](#)

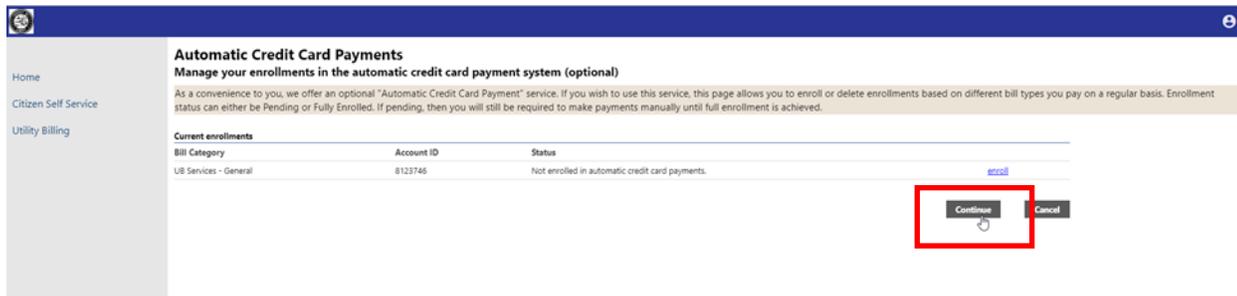
select bills you would like to pay now then click "Add to Cart"

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



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.



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]

The screenshot shows a payment form titled 'Enter your payment information'. It has three sections: 'When would you like to pay?' with radio buttons for 'Now' (selected) and 'Later'; 'How are you going to pay?' with radio buttons for 'Enter new credit card' and 'Enter new eCheck'; and 'Where should we send your receipt?' with a text input field for 'Email for receipt*'. At the bottom are 'Back' and 'Continue' buttons. On the right, a 'Summary' box shows 'Subtotal \$117.82' and a note: 'An additional fee may be charged based on your method of payment'.