Utility Billing Customer Self-Service
Instructions to Pay Your Bill

DEPARTMENT OF SANITARY SEWER SERVICES

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.

Pay Now

After selecting "Pay Now" to make a one-time payment, 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.**
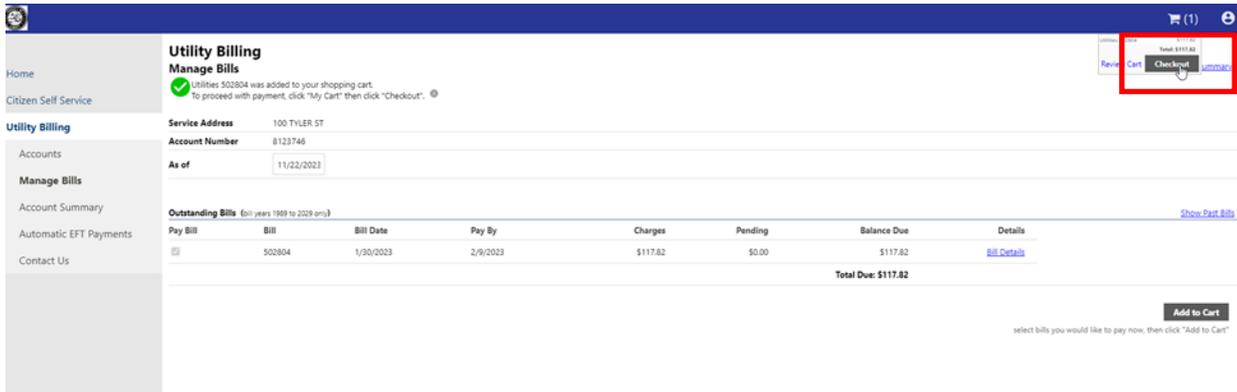
Once you select Checkout, you will be directed to "Automatic Credit Card Payments"

Here you can choose to "enroll" in Automatic credit card payments **OR** by selecting "**continue**", you can select another payment method.
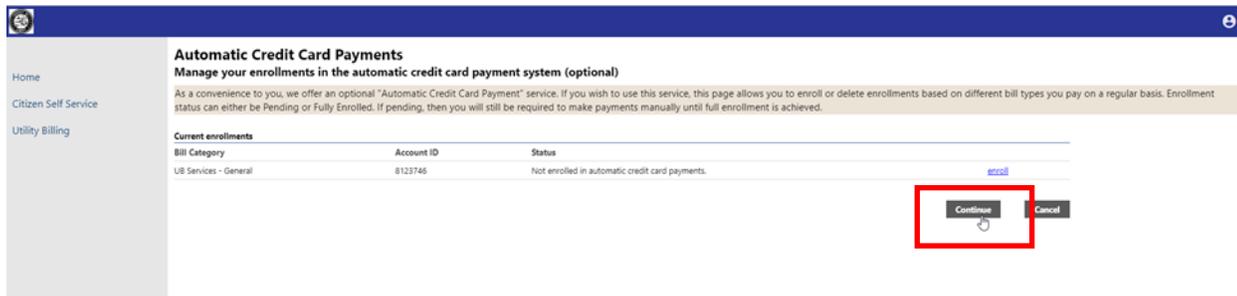
After clicking "continue" you will be directed to the Payments Program where you can select to enter a credit card or eCheck. The "service fee" will populate under the summary once a method of payment is selected.

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