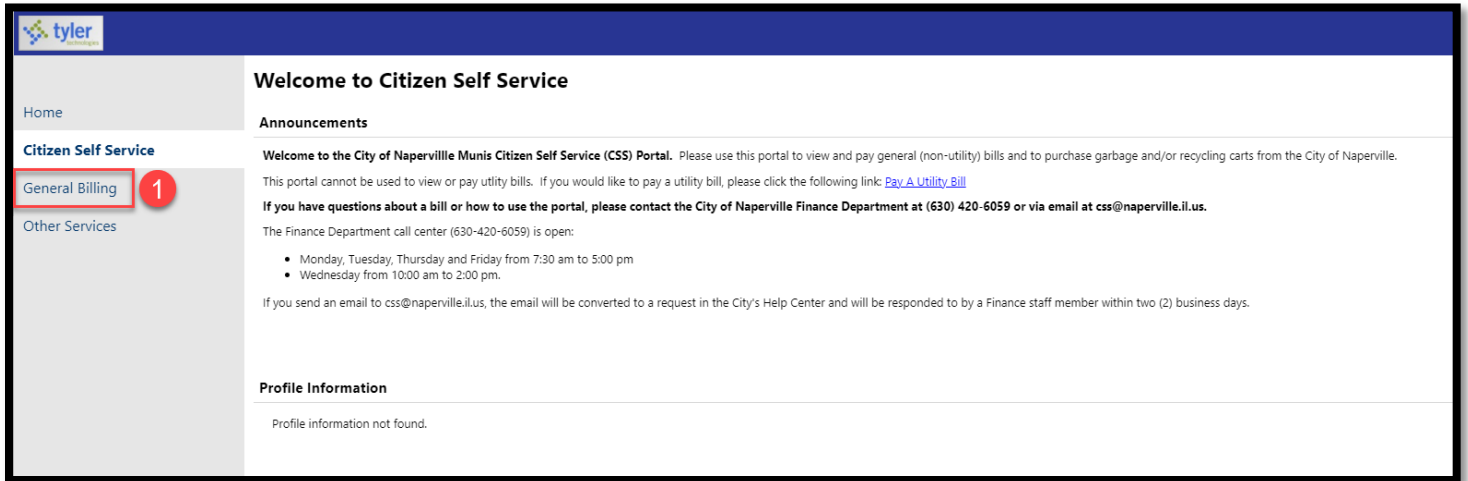
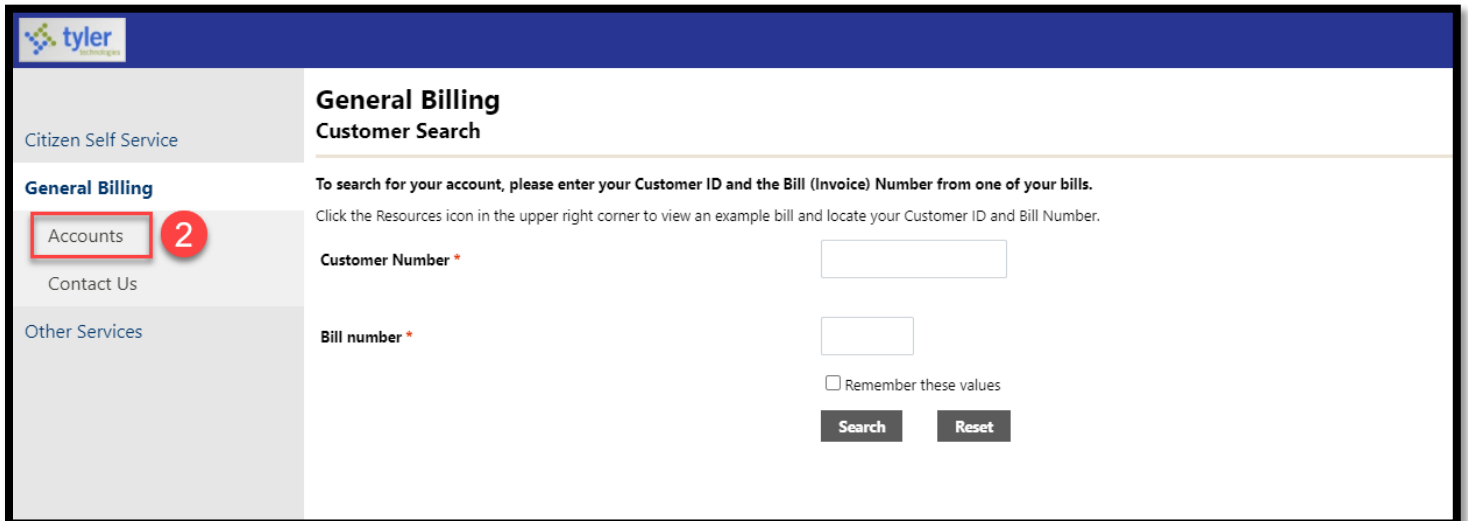


View a General Billing Invoice

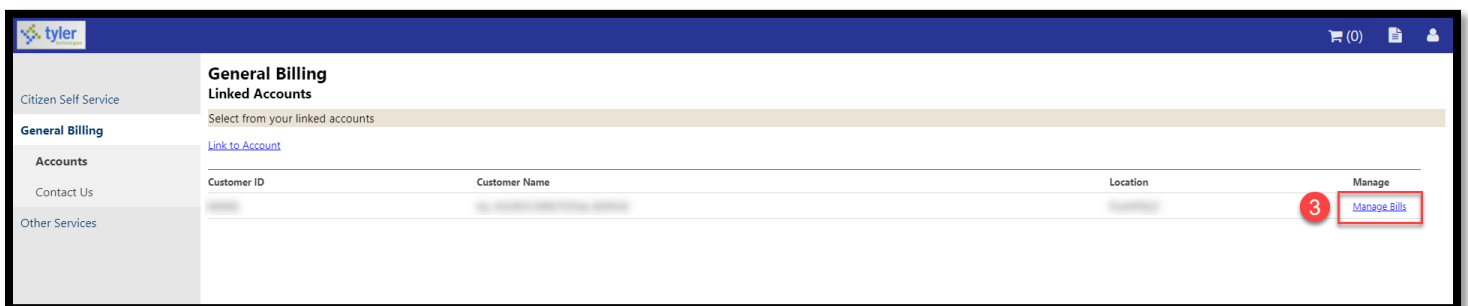
1 Click the **General Billing** button in the left banner.



2 Click the **Accounts** button under General Billing.



3 Find the Customer ID you want to view and click the blue **Manage Bills** link.



4 The system will show all of the bills associated with the Customer ID. Find the bill you want to view and click the blue **Details** link.

General Billing
Manage Bills

Customer name
Address
Customer number

2 Bill(s) found bill years 2018 to 2026 only

Pay	Bill Number	Bill Type	Exp. By	Total Unpaid	Balance Due	Details
<input checked="" type="checkbox"/>	5298	CLAIMS	7/2/2021	\$250.00	\$250.00	Details
<input checked="" type="checkbox"/>	25	CLAIMS	7/2/2021	\$250.00	\$250.00*	Details

As of Date: 6/15/2021

Total Unpaid: 500.00
Total Balance Due: 500.00

[Add to Cart](#)

* pending web payment exists

5 Click the blue **View Bill Image** link to view an electronic copy of the bill.

General Billing
Bill Detail

Customer name
Address
Customer number

As of Date: 6/15/2021

Bill Year: 2021
Bill Number: 25

[View bill image](#)

Charge Code	Description	Amount
TRECLM	TREE DAMAGE CLAIM	\$250.00
SUBTOTAL		\$250.00
Payments **		\$0.00
Total Unpaid Balance		\$250.00
TOTAL DUE		\$250.00
**Pending web payments (not reflected in the total due)		\$125.00

The system will return an electronic copy of the bill.

DocumentViewer.aspx | 1 / 1 | 100% | Open in Acrobat

Prongly Send Payment To:
City of Naperville
400 S. Eagle St.
PO Box 3020
Naperville, IL 60566-7020
630-420-6059

INVOICE
REMIT PORTION

Inv. Date: 06/02/2021
Invoice Number: 25
Customer Number: [REDACTED]
Amount Paid: \$0.00
Due Date: 07/02/2021
Invoice Total Due: \$250.00

This account is due and payable to: City of Naperville
Allow 7 days for Mail Payment.

00000162021400000257000025001

DETACH AND RETURN THE PORTION ABOVE WITH YOUR PAYMENT

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE
EXAMPLE CUSTOMER	06/02/2021	25	\$0.00	07/02/2021	\$250.00

DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
TREE DAMAGE CLAIM	1	\$250.00	EACH	\$250.00	\$0.00	\$0.00	\$250.00

Invoice Total: \$250.00

EXAMPLE BILL/INVOICE