_	
1	
	(

Click the **User** icon in the upper right corner.

styler.						7 (0)	L.	•
	Welcome to Citizen Self Serv	vice						0
Home	Announcements						-	
Citizen Self Service	Welcome to the City of Naperville Citizen Self Service (CSS) Portal. Please use this portal to view and pay general (non-utility) bills from the City of Naperville.							
Business License	There are some bills that currently cannot be viewed	l or paid via this portal. If there is an elect	tronic option, a link is provided below:					
General Billing	 If you would like to pay a utility bill, please cli If you would like to purchase a garbage cart, If you would like to purchase a recycling cart, 	ick the following link: <u>Pay a Utility Bill</u> please click the following link: <u>Purchase a</u> please click the following link: <u>Purchase a</u>	i <u>Garbage Cart</u> a Recycling Cart					
Other Services	If you have any questions about a bill or how to use the portal, please contact the City of Naperville Finance Department at (630) 420-659 or via email at cs@naperville.il.us.							
	The Finance Department call center (630) 420-6359 is open: Monday, Tuesday, Thursday and Friday from 7:30 am to 5:00pm Wednesday from 10am to 2pm If you send an email to cos@napenville.ilus, the email will be converted to a request in the City's Help Center and will be responded to by a Finance staff member within two (2) business days.							
	Profile Information							
	TEST CUSTOMER View profile 123 MAIN ST ANY TOWN, IL 60540 Phone numbers							
	Number	Allow Notifications	Preferred Contact					
		No	No					
	Email Addresses			Manage				
	Address		Preferred Contact					
	No							
	General Billing Accounts							
	TEST CUSTOMER							
	© 2022 Tyler Technologies, Inc.							

2 Select My Account from the drop-down menu.

styler		🚔 🖆 (0)			
	Welcome to Citizen Self Service				
Home	Announcements	Home			
Citizen Self Service	Welcome to the City of Naperville Citizen Self Service (CSS) Portal. Please use this portal to view and pay general (non-utility) bills from the City of Naperville.	My Account			
Business License	There are some bills that currently cannot be viewed or paid via this portal. If there is an electronic option, a link is provided below:	Log Out			
General Billing	If you would like to pay a utility bill, please click the following link: <u>Pay a Utility Bill</u> If you would like to purchase a garbage cart, please click the following link: <u>Purchase a Garbage Cart</u> If you would like to purchase a recycling cart, please click the following link: <u>Purchase a Recycling Cart</u>				
Other Services	If you have any questions about a bill or how to use the portal, please contact the City of Naperville Finance Department at (630) 420-6059 or via email at css@naperville.il.us.				
	The Finance Department call center (630) 420-6059 is open:				
Monday, Tuesday, Thursday and Friday from 7:30 am to 5:00pm Wednesday from 10am to 2pm					
	If you send an email to css@naperville.il.us, the email will be converted to a request in the City's Help Center and will be responded to by a Finance staff member within two (2) business days.				
	Profile Information				
	TEST CUSTOMER View profile				

Click the blue **Link to Account** link in the Business License Accounts section.

styler			4
	Account Settings		
Home	Account Information		!
Administration	Now logged in as	and the second	/
, and a station	Last successful login	7/29/2021	/
Citizen Self Service	E-Mail address	and the second	1
	Linked Accounts Existing accounts can be "linked" to your self-service user id. These links give you quick access to an account's deta "link to account' to reach the page where new account links can be created, and where additional instructions are Customer Accounts	alls, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove" will appear below. Click a module's provided.	ount
	Name A	Account	- 1
	TEST CUSTOMER 5'	oooo details remove	
	Business License Accounts	3 link to acco	unt
	There are currently no linked accounts		
	Go To Module Homepage		

4 Enter the following information:

- Business Account Number: Call (630) 420-6106 to obtain the business account number.
- Customer ID: If you do not remember your Customer ID, call (630) 420-6106 to obtain the Customer ID.

5 Click the **Submit** button.

🔆 tyler			
Home	Business License Account Link Setup		
Citizen Self Service	To link an account, please enter the Business Account Number and Customer ID.		
Chizen Sen Service			
Business License	What is the Business Account # of this business? *		
Accounts	What is the Customer ID of this business? *		
Contact Us		5 Submit Cancel	
General Billing	* indicates required field		
Other Services			

6 If you have entered the correct information, the account will be added under the **Customer Accounts** section. If you would like to add another account number, repeat Steps 3-5.

🤸 tyler			۵
	Account Settings		
Home	Account Information		
Administration	Now logged in as	SCHMIDTK@NAPERVILLE.ILUS	
	Last successful login	7/29/2021	
Citizen Self Service	E-Mail address	schmidtk@naperville.iLus	
	Linked Accounts Existing accounts can be "linked" "link to account" to reach the pa	* to your self-service user id. These links give you quick access to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove" will appear below. (ge where new account links can be created, and where additional instructions are provided.	lick a module's
	Name	Account	
	TEST CUSTOMER	50000	details remove
6	Business License Accounts 10434 Go To Module Homepage		link to account remove