Pay a Local Tax Return

After filing a local tax (food & beverage, hotel/motel use or local gas) in the CSS portal, you have four options for paying:

- Pay electronically with filing in the CSS portal (see Page 1)
- Pay electronically not with filing in the CSS portal (see Page 3)
- Mail payment to the City (see Page 6)
- Pay in person (see Page 8)

Pay Electronically with Filing in the CSS Portal

After you have attached the documentation to your filing, click the blue **Add Bill to Cart** link on the right side of the screen.

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Home	Business License Filing Amounts
Citizen Self Service	Confirmation
	Thank you. Your information has been successfully submitted.
Business License	Add bill to Cart
Accounts	Tou can now
Account Details	Attach one or more documents to your new Filing
Owner Information	 Use the Choose File button to select a document to attach. As each document is selected, an additional file selection button will appear, allowing you to select multiple documents. Click the Upload button to upload the selected attachment(s).
Filing	Test Document.pdf Remove
Contact Us	Choose File No file chosen
General Billing	
Other Services	Submit another renewal

The system will show a message indicating that the bill was added to the Shopping Cart. In addition, the shopping cart will show a bill in it.

Click the **Shopping Cart** icon in the upper right corner when you are ready to pay.

Click the blue Review Cart link to review your shopping cart.

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Home	Business License		4		130 51100 State	
Citizen Self Service	588 was added to your sho To proceed with payment, o	pping cart. click "My Cart" then click "Checkout". 🚳		2	4 Review Cart Checkour	
Business License	Confirmation					
Accounts	Thank you. Your information has	s been successfully submitted.		6 de	Livit to Cost	
Account Details	You can now			Add		
Owner Information	Attach one or more document	ts to your new Filing				
Filing	 Use the Choose File button to As each document is selected, Click the Upload button to up 	o select a document to attach. , an additional file selection button will appe pload the selected attachment(s).	ar, allowing you to select multiple documents.			
Contact Us	Test Document.pdf Remove					
General Billing	Choose File No file chosen					
Other Services	Upload <u>Cancel</u>					
	Submit another renewal					
	Account ID	10438				
	DBA Name	TEST CUSTOMER				

Pay a Local Tax Return

3

Beview the bill(s) in your shopping cart. If you do not want to pay a bill, click the blue **Remove** link next to the bill you want to review.

6	When you are	ready to pay,	click the Pay	button.
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Home	Shopping Cart Review Cart Contents	5		
Chiese Call Cardina	BUSINESS LICENSES	Due	Being Paid	
Citizen Self Service	588	\$614.08	\$614.08 <u>rem</u>	nove
Business License	Subtotal	\$614.08	\$614.08	
General Billing	Total	\$614.08	\$614.08	
Other Services	Close Pay 6			

Click either the blue **Pay by Credit Card** or **Pay by eCheck** link depending upon how you would like to pay.

The system will transfer you to BridgePay to complete your credit card or e-check payment. When the transaction is complete, you will receive an email from BridgePay confirming payment.

If you look at the bill after the payment is completed, the bill will show that a payment is pending. The transaction will be posted on the next business day.

styler	
	Pay Bills
Home	Select Payment Method
Citizen Self Service	The City of Naperville offers credit card and e-check options for payment. Please note you will be charged a \$25 fee for a returned payment.
Business License	Pay by Credit Card Pay by eCheck Cancel
General Billing	
Other Services	

Pay Electronically Not with Filing in the CSS Portal

1 Click **Business License** on the left side of the screen.

🔆 tyler	
	Welcome to Citizen Self Service
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 or paid via this portal. If there is an electronic option, a link is provided below:
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 123 MAIN ST ANY TOWN, IL 60540

2 Click the blue **Bills** link at the end of the business account/customer for which you want to pay a bill.

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Home	Business License Linked Accounts						
Citizen Self Service	Select an account to work with.						
Business License	Link to Account						
Accounts	Account ID	DBA Name	Location	Status	Details		
Contact Us	10434	TEST CUSTOMER	PARCEL NOT AVAILABLE	ACTIVE	Account Bills Enter Filing		
Contact 03	10438	TEST CUSTOMER	50 S MAIN ST	ACTIVE	Accoun: Bills Inter Filing		
General Billing							
Other Services					2		

3 Find the bill you want to pay and click the blue **Pay Bill** link at the end of the bill.

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Home	Business License All Bills									Î
Citizen Self Service	Account ID		10438							
	DBA Name		TEST CUSTON	ER						
Business License	Location		50 S MAIN ST	60540						
Accounts	19 Bill(s) found									
Account Details	Location	<u>Owner</u>		Account ID	Cycle/Month/Year	Category	IMPR	Details		
Owner Information	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	FBD MONTH		Details		
Filina	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	GAS MONTH		Details		
All Bills	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2022	GAS MONTH		Details		
	50 S MAIN ST	TEST CUSTOMER		10438	Q15, 3 2022	HM QUARTER		Details		
Contact Us	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	FBD MONTH		Details		
General Billing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2021	FBD MONTH		Details		
Other Services	50 S MAIN ST	TEST CUSTOMER		10438	M20, 9 2021	FBD MONTH		Details Pay Bill		
	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	GAS MONTH		Details		
	50 S MAIN ST	TEST CUSTOMER		10438	Q15, 3 2021	HM QUARTER		Details Pay Bill		

The system will show a message indicating that the bill was added to the Shopping Cart. In addition, the shopping cart will show a bill in it.

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Home Citizen Self Service	Business License All Bills Business License 527 wa To proceed with paymer	e as added to your shopping cart. nt, click "My Cart" then click "Checkout".	4	4			-
Business License	Account ID		10438				
Accounts	DBA Name Location		TEST CUSTOMER 50 S MAIN ST NAPERVILLE IL 60540				
Account Details	19 Bill(s) found						
Owner Information	Location	Owner	Account ID	Cycle/Month/Year	Category	Ixpe	Details
Filing	50 S MAIN ST	TEST CUSTOMER	10438	M20, 10 2021	FBD MONTH		<u>Details</u>
All Bills	50 S MAIN ST	TEST CUSTOMER	10438	M20, 10 2021	GAS MONTH		Details
Contact Us	50 S MAIN ST	TEST CUSTOMER	10438	M20, 3 2022	GAS MONTH		Details
contact os	50 S MAIN ST	TEST CUSTOMER	10438	Q15, 3 2022	HM QUARTER		Details
General Billing	50 S MAIN ST	TEST CUSTOMER	10438	M20, 7 2021	FBD MONTH		Details
Other Services	50 S MAIN ST	TEST CUSTOMER	10438	M20, 3 2021	FBD MONTH		Details
	50 S MAIN ST	TEST CUSTOMER	10438	M20, 9 2021	FBD MONTH		Details Pay Bill

5 Click the **Shopping Cart** icon in the upper right corner when you are ready to pay.

Click the blue Review Cart link to review your shopping cart.

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Home Citizen Self Service	Susiness License Il Bills Pasiness License 527 was added to your shopping cart. Pasiness License 527 was added to your shopping cart. Pasiness License 527 was added to your shopping cart.									4
Business License	Account ID		10438							
business Electise	DBA Name		TEST CUSTOM	ER						
Accounts	Location		50 S MAIN ST							
Account Details			NAPERVILLE IL	60540						
	19 Bill(s) found									
Owner Information	Location	Owner		Account ID	Cycle/Month/Year	Category	Iype	Details		
Filing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	FBD MONTH		Details		
All Bills	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	GAS MONTH		Details		
		7007 010701 00		10100		01010171				- 17

Review the bill(s) in your shopping cart. If you do not want to pay a bill, click the blue **Remove** link next to the bill you want to review.

🤸 tyler			
Home	Shopping Cart Review Cart Contents	7	
Citizen Calif Camilian	BUSINESS LICENSES	Due	Being Paid
itizen sen service	Business License 527	\$1,706.25	\$1,706.25 <u>remove</u>
usiness License	Subtotal	\$1,706.25	\$1,706.25
ieneral Billing			
Other Services	Close Pay 8	\$1,706.25	\$1,706.25

When you are ready to pay, click the **Pay** button.

9 Click either the blue **Pay by Credit Card** or **Pay by eCheck** link depending upon how you would like to pay.

The system will transfer you to BridgePay to complete your credit card or e-check payment. When the transaction is complete, you will receive an email from BridgePay confirming payment.

If you look at the bill after the payment is completed, the bill will show that a payment is pending. The transaction will be posted on the next business day.

styler	
	Pay Bills
Home	Select Payment Method
Citizen Self Service	The City of Naperville offers credit card and e-check options for payment. Please note you will be charged a \$25 fee for a returned payment.
Business License	Pay by Credit Card Pay by eCheck Cancel
General Billing	9
Other Services	

1 Click **Business License** on the left side of the screen.

styler,							
	Welcome to Citizen Self Service						
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.						
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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.						
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	Profile Information						
	TEST CUSTOMER View profile 123 MAIN ST ANY TOWN, IL 60540						

2 Click the blue **Bills** link at the end of the business account/customer for which you want to pay a bill.

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Home	Business License Linked Accounts						
Citizen Self Service	Select an account to work with.						
Business License	Link to Account						
Accounts	Account ID	DBA Name	Location	Status	Details		
Contact Us	10434	TEST CUSTOMER	PARCEL NOT AVAILABLE	ACTIVE	Account Bills Enter Filing		
Contact 03	10438	TEST CUSTOMER	50 S MAIN ST	ACTIVE	Accoun: Bills Inter Filing		
General Billing							
Other Services					9		

3 Find the bill you want to pay and click the blue **Details** link at the end of the bill.

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Home	Business License All Bills									*
Citizen Self Service	Account ID		10438							- 1
Citizen Sen Service	DBA Name	TEST CUSTON	ER						- 1	
Business License	Location	50 S MAIN ST	605.40						- 1	
Accounts	19 Bill(s) found		NAPERVILLE II	. 60540						
Account Details	Location	Owner		Account ID	Cycle/Month/Year	Category	Ivpe	Details		- 1
Owner Information	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	FBD MONTH		Details		- 1
Filing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	GAS MONTH		Details		- 1
All Bills	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2022	GAS MONTH		Details		- 1
	50 S MAIN ST	TEST CUSTOMER		10438	Q15, 3 2022	HM QUARTER		Details		- 1
Contact Us	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	FBD MONTH		Details		- 1
General Billing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2021	FBD MONTH		Details		. 1
Other Services	50 S MAIN ST	TEST CUSTOMER		10438	M20, 9 2021	FBD MONTH	3	Details Pay Bill		- 1
	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	GAS MONTH		Details		- 1
	CO.C. MANNET	TEAT CHATOMED		10/20	015 0 2021	1010110750		Detailed Dev Dill		_



Mail the copy of the bill and a check to:

City of Naperville Finance Department – Local Taxes 400 S Eagle St Naperville, IL 60540

The postmark date on the envelope will be used to determine the received date for discount and/or penalty purposes.

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Business License	Bill Number			527		4	Print			Ctrl+P
Accounts	Owner Name			TEST CUS	TOMER	<u>View</u> g	Cast Find More tools			Ctrl+F ▶
incount betans	Charge Code	Description					Edit	Cut	Сору	Paste
Owner Information	FBDP	FOOD & BEVERAGE TAX LATE	PENALTY - DWTN				Settings			
Filing	FBD	FOOD & BEVERAGE TAX - DC	WNTOWN				Help			•
View Bill	FBC	FOOD & BEVERAGE TAX - CIT	YWIDE				Exit			
All Bills	SUBTOTAL						Managed by yo	iur organizat	ion	
Devenent Lifetere -	Penalty						\$393.75			
Payment History	Payments/Adjustments						\$0.00			
License Details	Total Unpaid Balance						\$1,706.25			
Contact Us	TOTAL DUE						\$1,706.25			
General Billing							Add to Cart			
Other Services										

Pay In-Person



1 Click **Business License** on the left side of the screen.

styler							
	Welcome to Citizen Self Service						
Home	Announcements						
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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.						
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	Profile Information						
	TEST CUSTOMER View profile 123 MAIN ST ANY TOWN, IL 60540						

2 Click the blue **Bills** link at the end of the business account/customer for which you want to pay a bill.

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Home	Business License Linked Accounts						
Citizen Self Service	Select an account to work with.						
Business License	Link to Account						
Accounts	Account ID	DBA Name	Location	Status	Details		
Contact Us	10434	TEST CUSTOMER	PARCEL NOT AVAILABLE	ACTIVE	Account Bills Enter Filing		
Contact 03	10438	TEST CUSTOMER	50 S MAIN ST	ACTIVE	Account Bills Enter Filing		
General Billing							
Other Services					2		

3 Find the bill you want to pay and click the blue **Details** link at the end of the bill.

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Home	Business License All Bills									Â
Citizen Self Service	Account ID		10438							- 1
Citizen sen service	DBA Name			1ER						- 1
Business License	Location	50 S MAIN ST	50540						- 1	
Accounts	19 Bill(s) found		NAPERVILLE	L 00540						
Account Details	Location	<u>Owner</u>		Account ID	Cycle/Month/Year	<u>Category</u>	Type	Details		- 1
Owner Information	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	FBD MONTH		Details		- 1
Filing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 10 2021	GAS MONTH		Details		- 1
All Bill-	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2022	GAS MONTH		Details		- 1
	50 S MAIN ST	TEST CUSTOMER		10438	Q15, 3 2022	HM QUARTER		Details		- 1
Contact Us	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	FBD MONTH		Details		- 1
General Billing	50 S MAIN ST	TEST CUSTOMER		10438	M20, 3 2021	FBD MONTH		Details		
Other Services	50 S MAIN ST	TEST CUSTOMER		10438	M20, 9 2021	FBD MONTH	3	<u>Details Pay Bill</u>		- 1
	50 S MAIN ST	TEST CUSTOMER		10438	M20, 7 2021	GAS MONTH		Details		- 1
	FO C MADUCT	TECT CUSTOMED		10420	015 2 2021			Dataile Loss Dill		- 1

Print a copy the bill from your internet browser.

Bring the copy of the bill and payment (cash, check or credit card) to the Finance Department at the Naperville Municipal Center (400 S Eagle St) during business hours:

Monday, Tuesday, Thursday, and Friday7:30am to 5:00pmWednesday10:00am to 2:00pm

OneLink ×	🐝 Tyler Hub - Munis Landing Page 🗙 🄇	View Bill ×	+				~ -	٥	×
\leftrightarrow \rightarrow C \triangle anapervilleilci	tizenstest.munisselfservice.com/citizens/Bu	usinessLicenses/ViewBill.aspx				Ê	☆ 🗯		(\mathbf{i})
🤸 tyler						New tab New window		Ctr Ctr	rl+T rl+N
Home	Business License Bill Detail					History Downloads Bookmarks	whoow	Ctri+Shir	trl+J
Citizen Self Service	Bill Year			2021		Zoom	- 100%	+	::
Business License	Bill Number			527	4	Print		Ctr	rl+P
Accounts	Owner Name			TEST CUSTOMER	-	Cast			
Assessment Destable					View o	More tools		ct	ri+r •
Account Details	Charge Code	Description				Edit	Cut	Сору	Paste
Owner Information	FBDP	FOOD & BEVERAGE TAX LATE F	PENALTY - DWTN			Settings			
Filing	FBD	FOOD & BEVERAGE TAX - DOV	VNTOWN			Help			•
View Bill	FBC	FOOD & BEVERAGE TAX - CITY	WIDE			Exit			
All Bills	SUBTOTAL					Managed by you	ur organization		
	Penalty					\$393.75			
Payment History	Payments/Adjustments					\$0.00			
License Details	Total Unpaid Balance					\$1,706.25			
Contact Us	TOTAL DUE					\$1,706.25			
General Billing									
Other Services						Add to Cart			