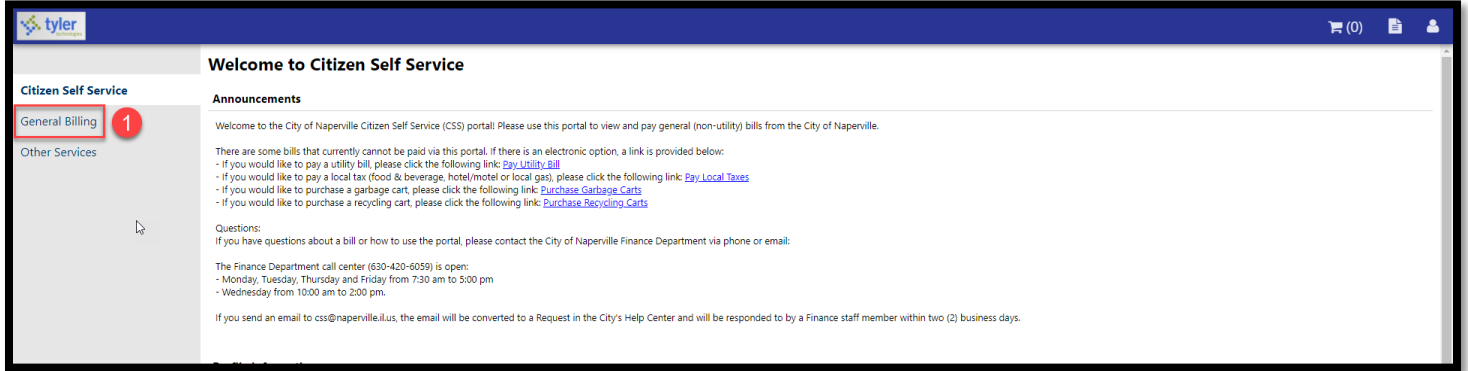# Paying a Bill using CSS

CSS login webpage: https://napervilleil.munisselfservice.com/login.aspx
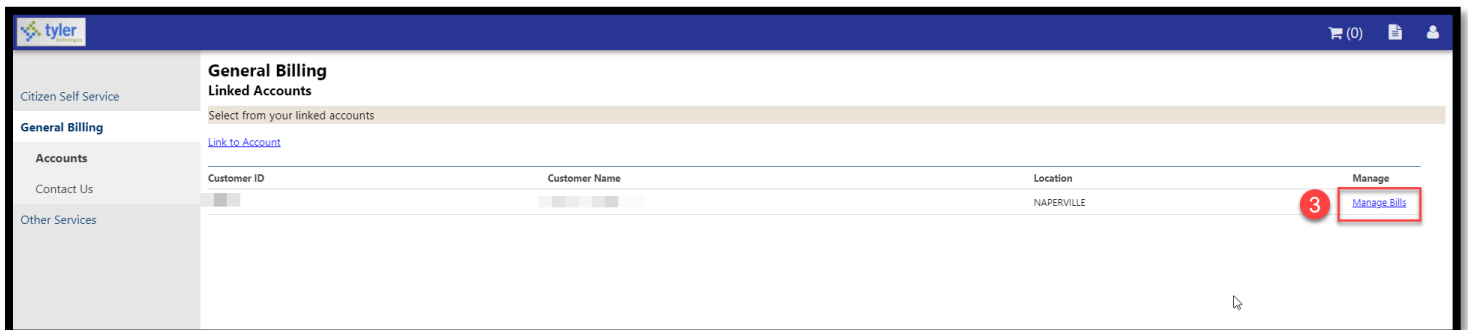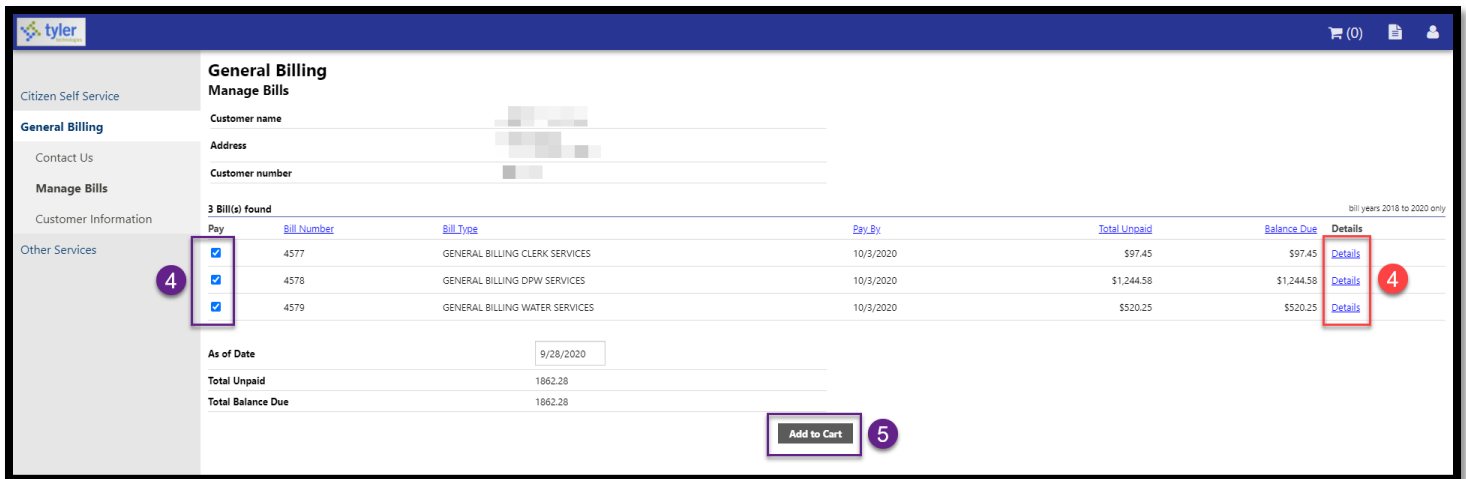

1 Click the **General Billing** link under Citizen Self Service.
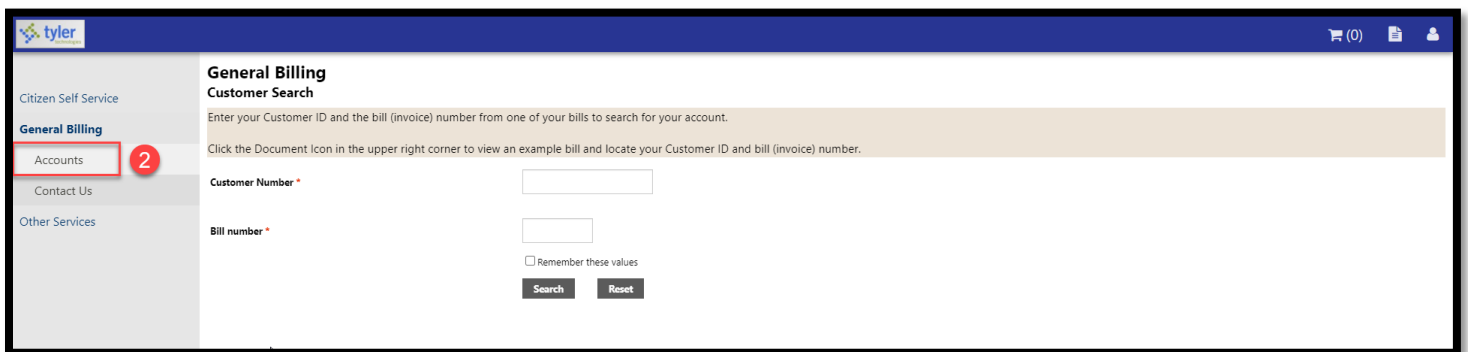
**2** Click the **Accounts** link under General Billing.

3 Click the blue **Manage Bills** link on the right side of the screen.

④ If you <u>do not</u> need to view the bill(s) before paying, click the check boxes to check which bills you want to pay.

⑤ Click the **Add to Cart** button and go to Step 6.

④ If you <u>do</u> need to view the bill(s) before paying, click the blue **Details** links to view the details and see a copy of the bill.
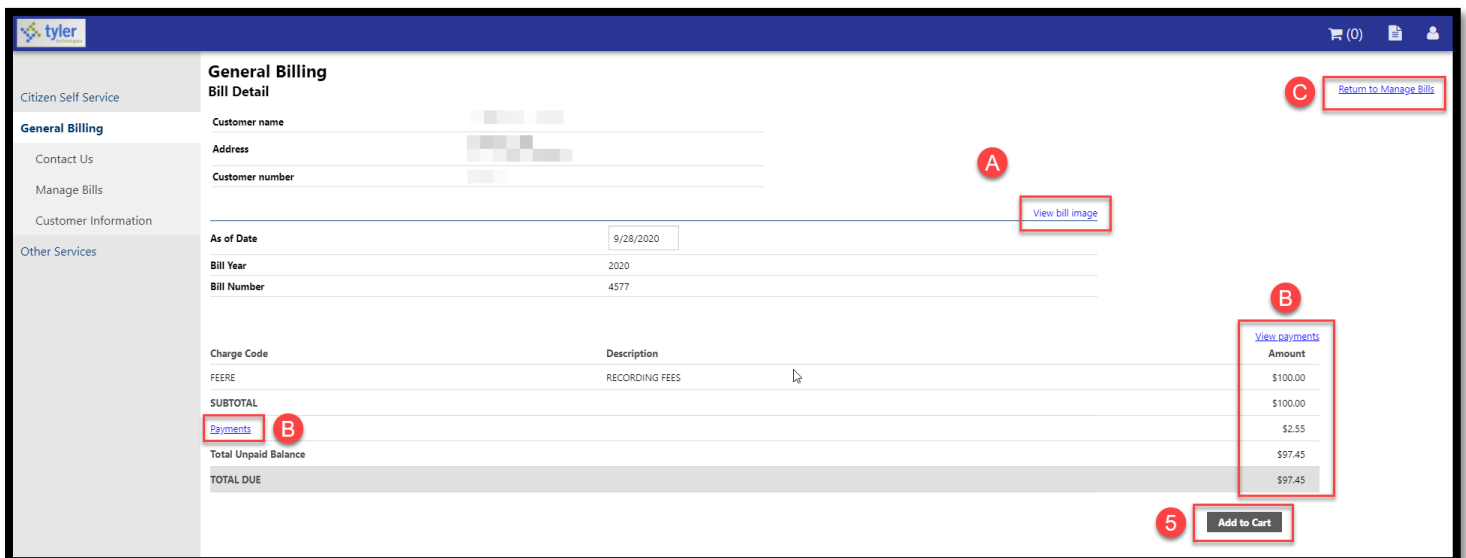

On the Bill Detail screen, you can review the bill details and make a payment.

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

Ⓑ Click the **Payments** link to view a summary of the payments made to date.

Ⓒ Click the **Return to Manage Bills** link to return to the Manage Bills screen.

⑤ If you decide that you want to pay the bill, click the **Add to Cart** button to make a payment.
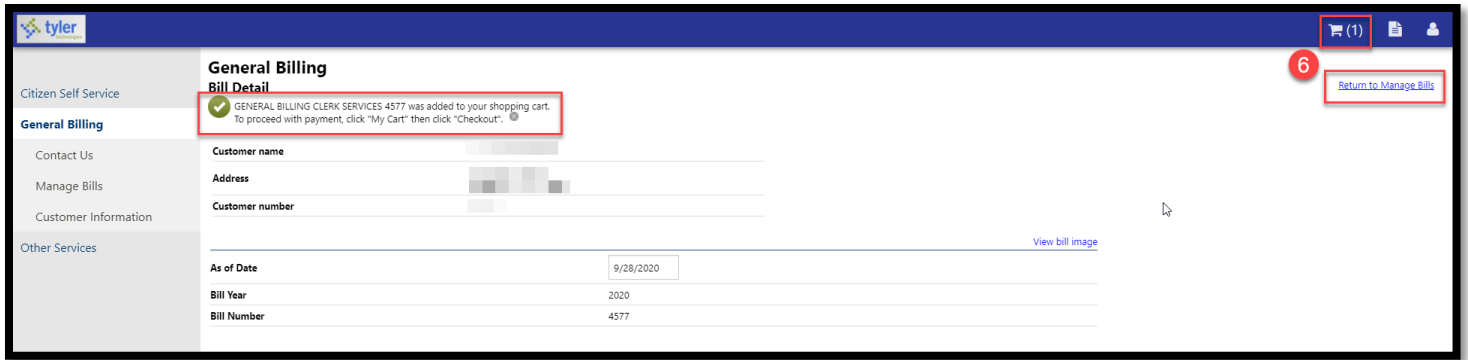
6 After you have added the bill to your **Shopping Cart,** you can either click the Shopping Cart icon to check out or the blue **Return to Manage Bills** link to review additional bills.

NOTE: In these instructions, we are only paying the one bill. However, if you have multiple bills to pay, follow Steps 4 - 6 again until you have added all of the bills you want to pay to the **Shopping Cart**.

7 Click the **Checkout** box.
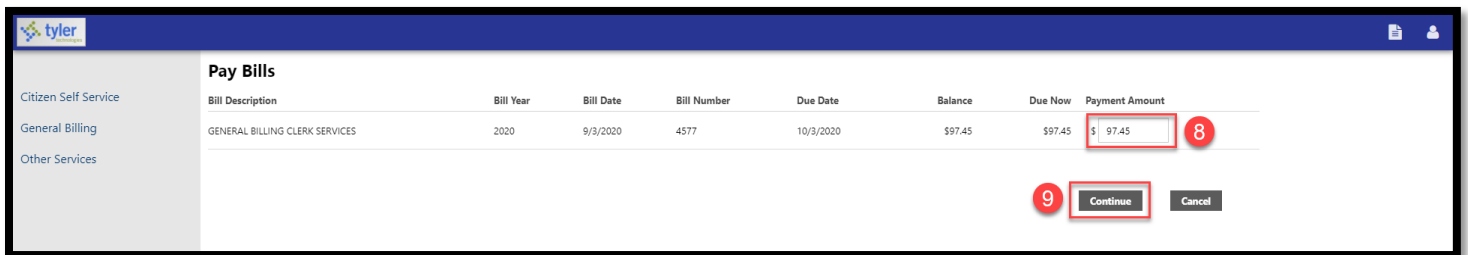
8 The **Due Now** amount will show in the **Payment Amount** field. If you do not want to pay the **Due Now** amount, you can reduce the amount. You cannot overpay.

9 Click the **Continue** button.

10 Complete the Billing and Payment information.

11 Click the **Make Payment** button.

12 A confirmation screen will appear to indicate that the payment was processed. Click the blue **here** link to return to CSS to see the payment on the Bill Detail screen.

NOTE: You should also receive an email from the credit card processor (BridgePay) and CSS confirming the payment.
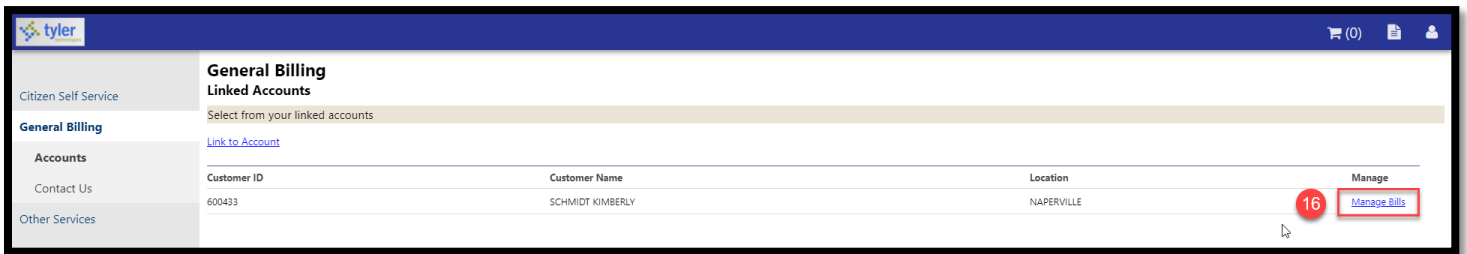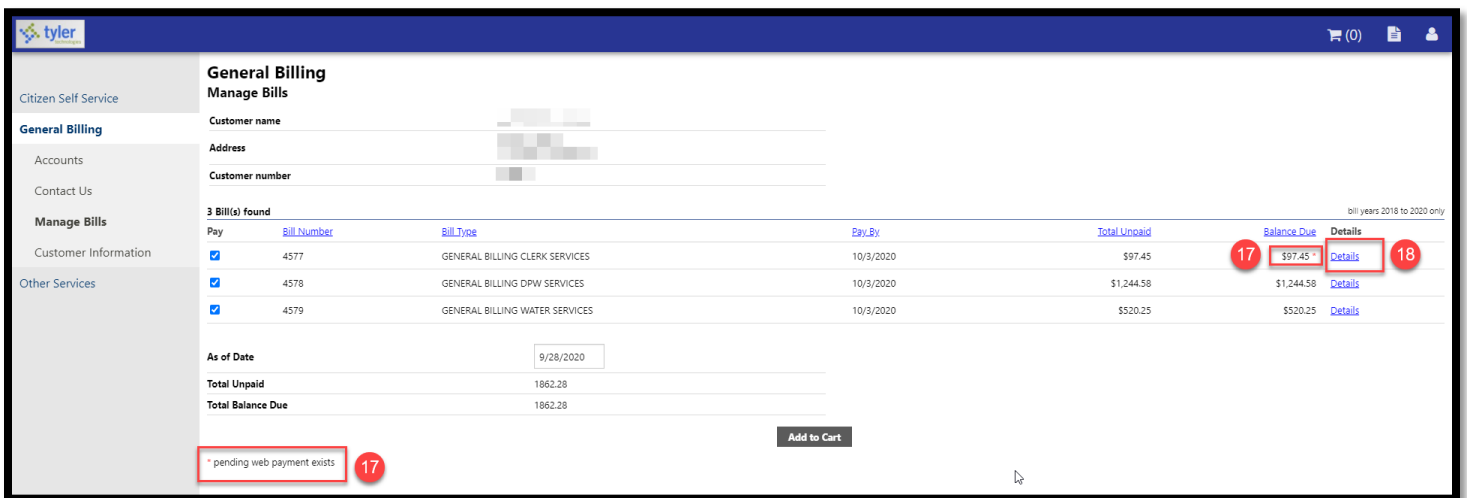
13 Click the **Citizen Self Service** link.
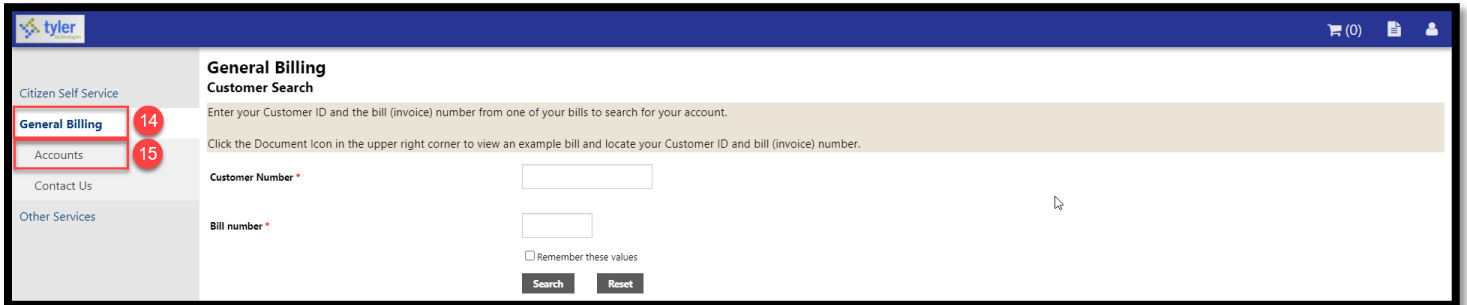
14 Click the **General Billing** link.

15 Click the **Accounts** link.

16 Click the blue **Manage Bills** link.

17 A red asterisk will appear next to the **Balance Due** amount for a pending payment.

18 Click the blue **Details** link to view the pending payment.

19 Any pending payments will be shown below **Total Due**.

20 Once the payment has been received by the City from the credit card processor (typically next business day), the pending payment will move into Payments and you will be able to view the detailed payment information.