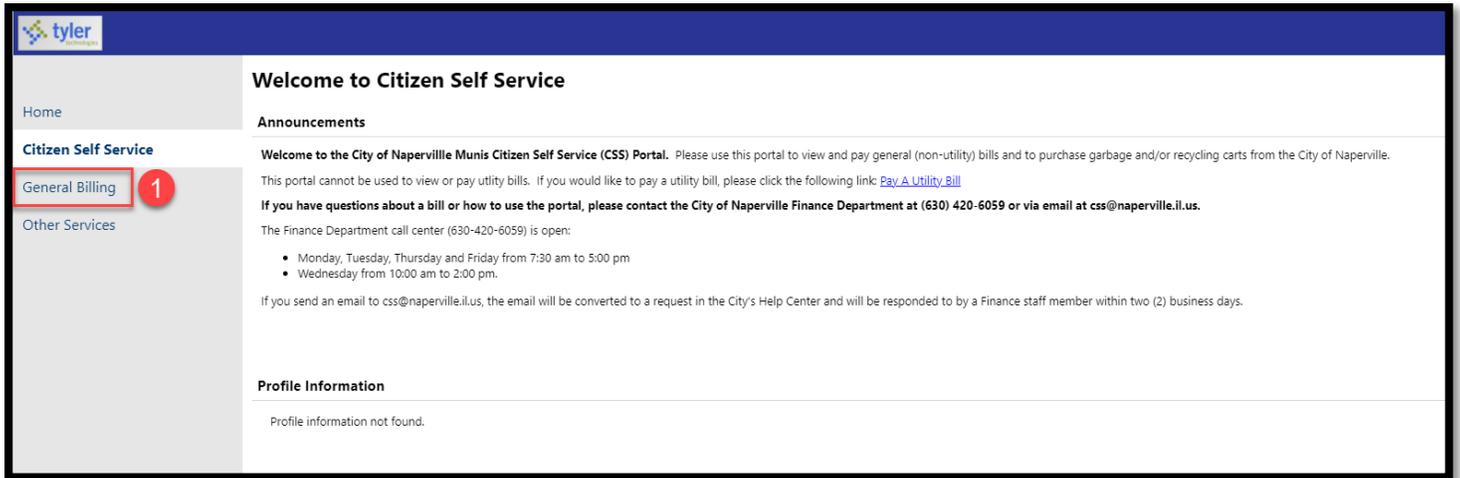
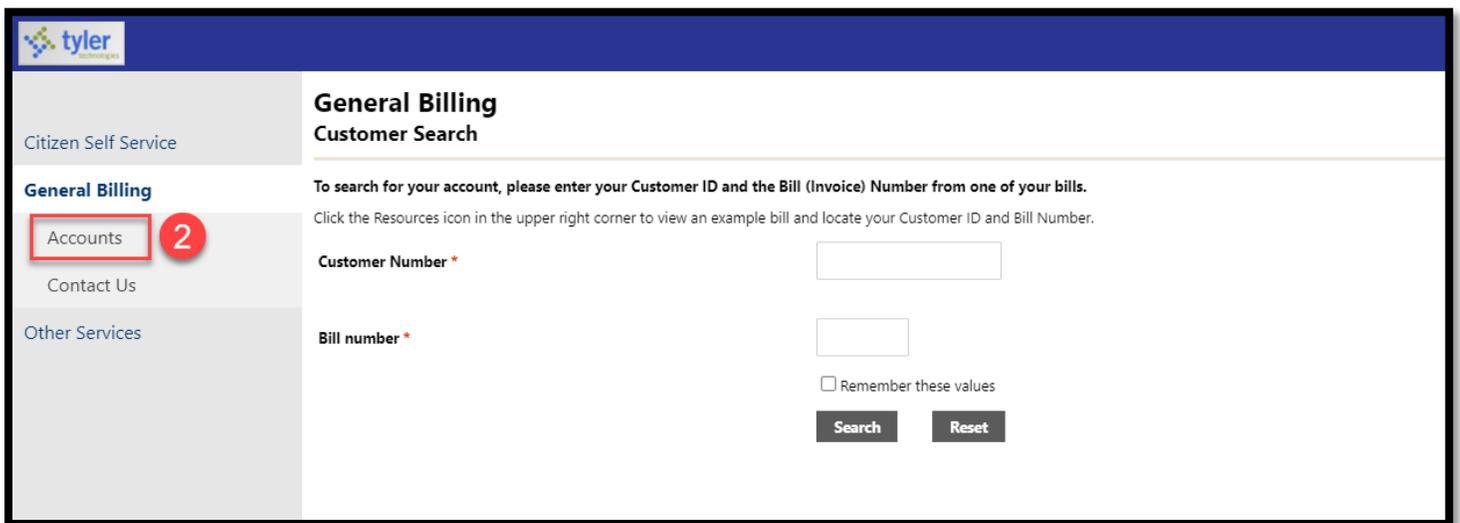


View a General Billing Invoice

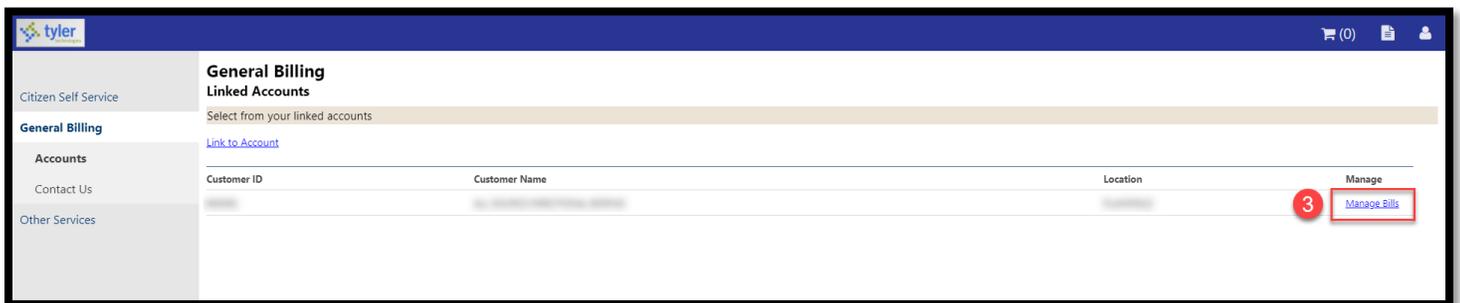
- 1 Click the **General Billing** button in the left banner.



- 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 Click the **Customer Information** button under General Billing.

General Billing
Manage Bills

Customer name _____
Address _____
Customer number _____

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

Bill Number	Bill Type	Exp. By	Total Unpaid	Balance Due	Details
5298	CLAIMS	7/2/2021	\$250.00	\$250.00 *	Details
25	CLAIMS	7/2/2021	\$250.00	\$250.00 *	Details

As of Date

Total Unpaid 500.00
Total Balance Due 500.00

* pending web payment exists

The system will auto populate the customer information on file in the City's financial software. If you would like to change your customer information, please send an email to CSS@naperville.il.us.

General Billing
Customer Information

Customer ID _____
Name EXAMPLE CUSTOMER
Address 123 MAIN ST
City State Zip ANY TOWN, IL 00000