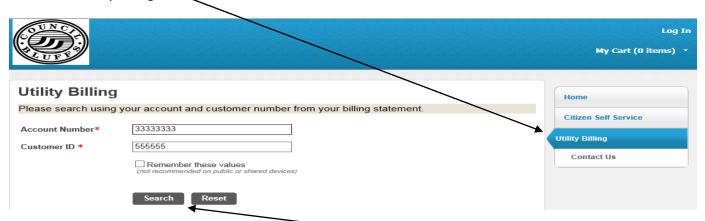**Paying your bill online**

Please bring up the Council Bluffs web site – http://councilbluffs-ia.gov and click on "Online Bill Pay".

This will take you to Citizen Self Service. Please follow the step by step directions to pay your bill online.

Select the "Utility Billing" tab.

Please enter your account and customer ID. Select "Search" and this screen will open your account.

Select "Manage Bills". This will take you to your bill.

Select each bill you want to pay, click "Add to Cart".

Once you have selected your bill click "Checkout". This will take you to the payment type screen.

Select your payment type here. If you are paying using your checking or savings account use the eCheck option.

Enter the amount you want to pay in the "Payment Amount" box. Then select "Continue."

You will now enter your payment information.

If paying by credit card.

SALE

Order Section

Credit Card Number:	4111111111111111 ✱
Expiration Date(MMYY):	0917 ✱
Amount:	1.00 ✱
3 digit Card Security Code:	111

Billing Address

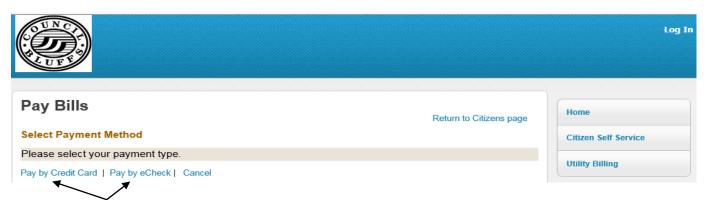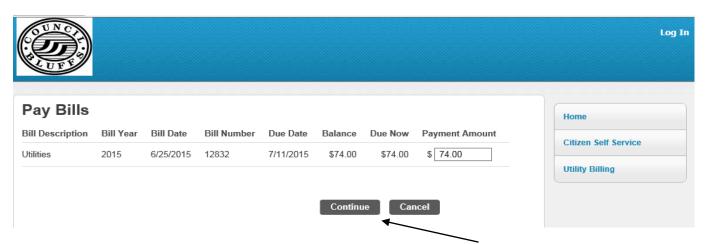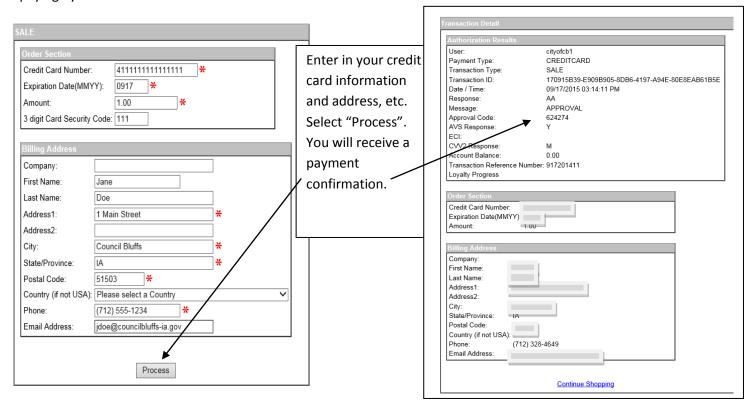|	
Company:	
First Name:	Jane
Last Name:	Doe
Address1:	1 Main Street ✱
Address2:	
City:	Council Bluffs ✱
State/Province:	IA ✱
Postal Code:	51503 ✱
Country (if not USA):	Please select a Country
Phone:	(712) 555-1234 ✱
Email Address:	jdoe@councilbluffs-ia.gov

Process

Enter in your credit card information and address, etc. Select "Process". You will receive a payment confirmation.

Transaction Detail

Authorization Results

User:	cityofcb1
Payment Type:	CREDITCARD
Transaction Type:	SALE
Transaction ID:	170915B39-E909B905-8DB6-4197-A94E-80E8EAB61B5E
Date / Time:	09/17/2015 03:14:11 PM
Response:	AA
Message:	APPROVAL
Approval Code:	624274
AVS Response:	Y
ECI:	
CVV2 Response:	M
Account Balance:	0.00
Transaction Reference Number:	917201411
Loyalty Progress	

Order Section

Credit Card Number:	
Expiration Date(MMYY)	
Amount:	1.00

Billing Address

Company:	
First Name:	
Last Name:	
Address1:	
Address2:	
City:	
State/Province:	IA
Postal Code:	
Country (if not USA):	
Phone:	(712) 328-4649
Email Address:	

Continue Shopping

If paying by eCheck.

VERIFICATION

Order Section

Bank Routing Number:	555555555 ✱
Bank Account Number:	55555555 ✱
Amount:	1.00 ✱
Account Type:	Personal ✱

Billing Address

Company:	
First Name:	Jane ✱
Last Name:	Doe ✱
Address1:	123 Main St ✱
Address2:	
City:	Council Bluffs ✱
State/Province:	IA ✱
Postal Code:	51503 ✱
Country (if not USA):	Please select a Country
Phone:	712-555-1212 ✱
Email Address:	

By Clicking the "I Agree" box below, you authorize CITY OF COUNCIL BLUFFS to use information from your check with Bank routing number and Bank Account Number to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of $1.00. If your payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.

☑ I Agree

Process

Enter your checking information, click "I Agree" then select "Process". You will receive a payment confirmation.

Transaction Detail

Authorization Results

User:	cityofcb1
Payment Type:	ELECTRONICCHECK
Transaction Type:	VERIFICATION
Transaction ID:	170915A15-8F8203FF-96FD-478D-9AFF-E25346203ECB
Date / Time:	09/17/2015 03:51:29 PM
Response:	AA
Message:	APPROVAL
Approval Code:	072838
Reference Number:	60689
Transaction Reference Number:	917205129
Check Type:	ACHECHECK

Order Section

Bank Routing Number:	
Bank Account Number:	
Check Number:	
Amount:	1.00