

After you log into Citizen Self Service you will want to click on Utility Billing on the right side of the screen, then Manage Bills. Then click on [Show Past Bills](#).

Utility Billing
Manage Bills

[Account Summary](#)

Service Address [REDACTED]
Account Number [REDACTED]
As of 04/20/2023

Outstanding Bills (bill years 2013 to 2033 only)
There are no outstanding bills for this account.

[Show Past Bills](#)

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- Business License
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Then click on the [Bill Details](#) of the last bill you paid:

Utility Billing
Manage Bills

[Account Summary](#)

Service Address [REDACTED]
Account Number [REDACTED]
As of 04/20/2023

Outstanding Bills (bill years 2013 to 2033 only)
There are no outstanding bills for this account.

[Hide Past Bills](#)

Past Bills

Bill	Bill Date	Post Date	Total Paid	Details	Type
641243	4/1/2023	4/7/2023	\$60.00	Bill Details	
621992	1/1/2023	2/16/2023	\$60.00	Bill Details	
602622	10/1/2022	11/10/2022	\$60.00	Bill Details	
583294	7/1/2022	7/22/2022	\$60.00	Bill Details	
563998	4/1/2022	4/14/2022	\$60.00	Bill Details	
544760	1/1/2022	1/4/2022	\$60.00	Bill Details	
525666	10/1/2021	10/27/2021	\$60.00	Bill Details	

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Click on [Bill Details](#) on the top right of the screen.

Utility Billing
Payments and Adjustments

[Account Summary](#) | [Bill Details](#)

As of 9/28/2022

Bill Utilities 583294

Bill Date 7/1/2022

Payments and Adjustments for Bill 583294

Activity	Posted	Entered	Reference #	Paid By/Reference	Amount
Payment	7/22/2022	7/26/2022	1029574	Heather Johnston	\$60.00

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Click on [details](#) on the far right of **Automatic Payments** line.

Utility Billing
Bill Detail

[Account Summary](#) | [Manage Bills](#)

Bill number 583294 [View bill image](#)

As of 09/28/2022

Bill Date 7/1/2022

Pay By 8/14/2022

Automatic Payments Actively enrolled in automatic credit card payments [details](#)

Details for bill 583294 [Payments and adjustments](#)

Description of Charge	UOM	Current Reading	Previous Reading	Usage	Billed Usage	Billed	Payments and Adjustments	Due
SOLID WASTE COLLECTION		0	0	0	0	\$60.00	(\$60.00)	\$0.00
SUBTOTAL						\$60.00	\$60.00	\$0.00
INTEREST DUE								\$0.00
TOTAL DUE								\$0.00

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A screen will pop up prompting you to update or delete enrollment. Click the **Update** button to update your card.



After you click update you can enter your updated credit card information on the screen.

