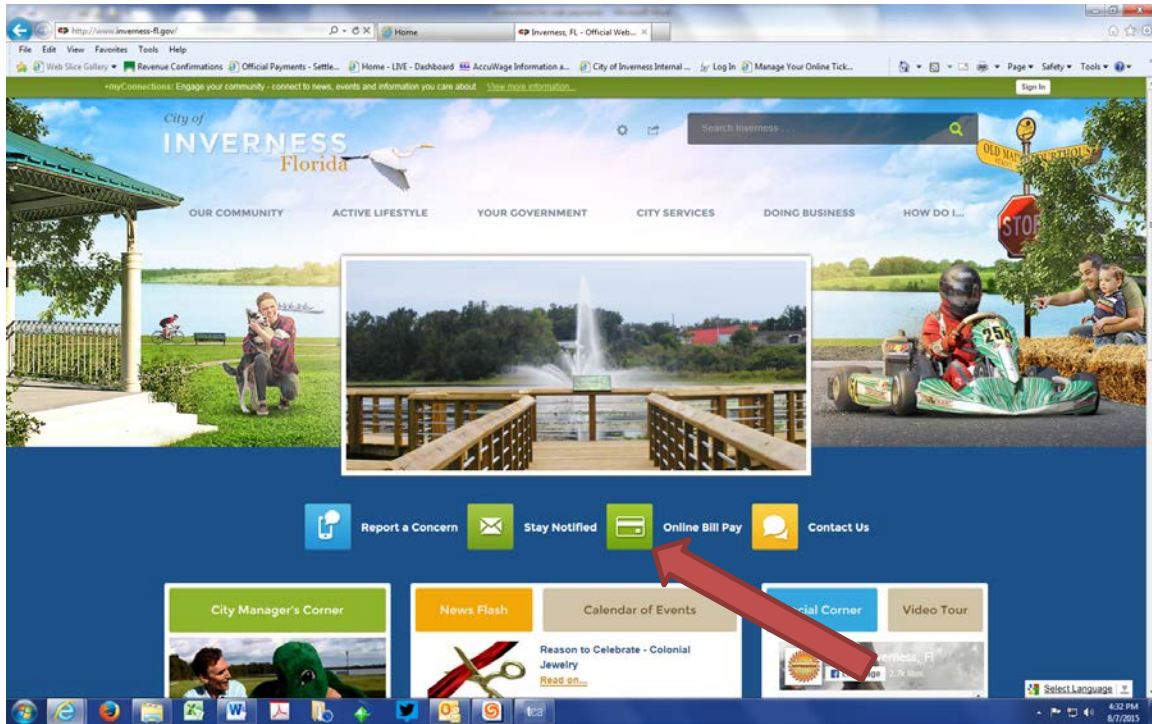


A Guide to Using Online Bill Pay

We accept the following Credit or Debit cards:

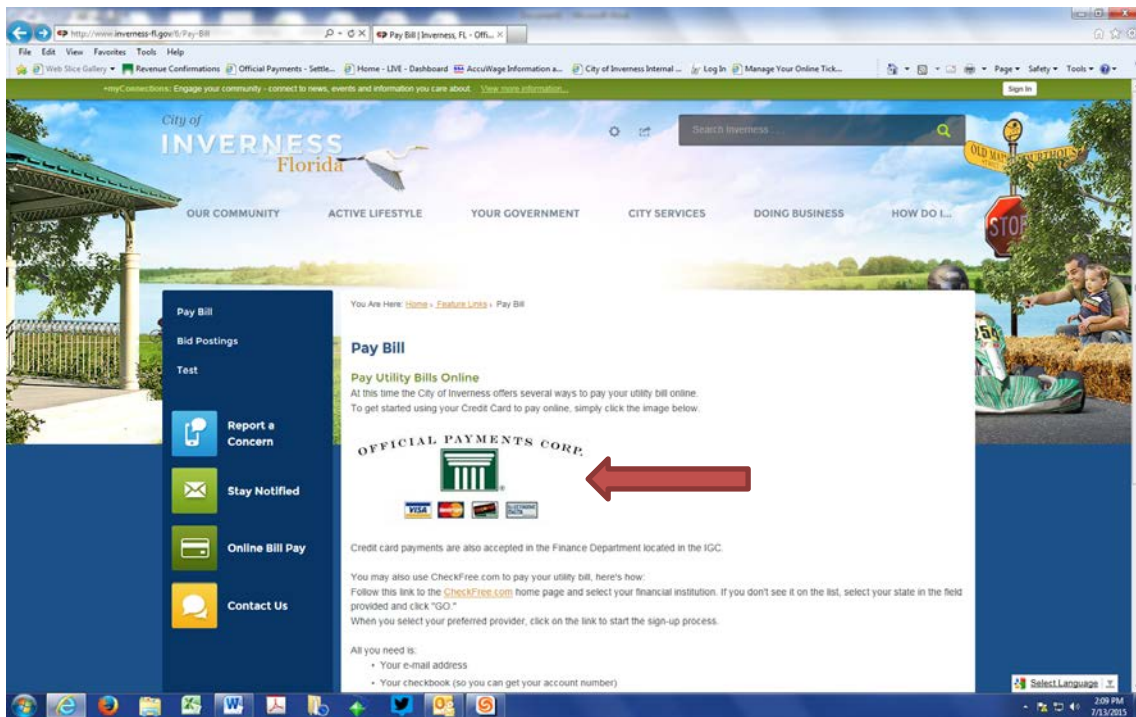


Credit and Debit card payments are now being accepted online. There is a fee required for each total transaction for this service. The online fee is \$2.95

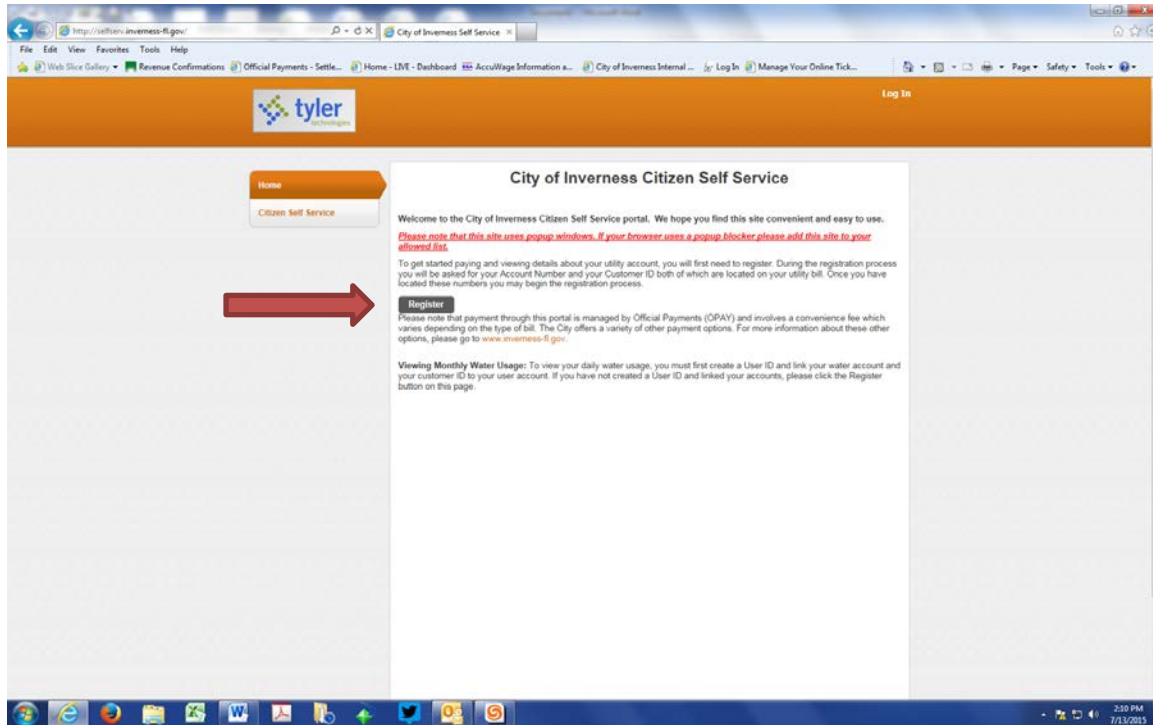


Click on Online Bill Pay (see above)

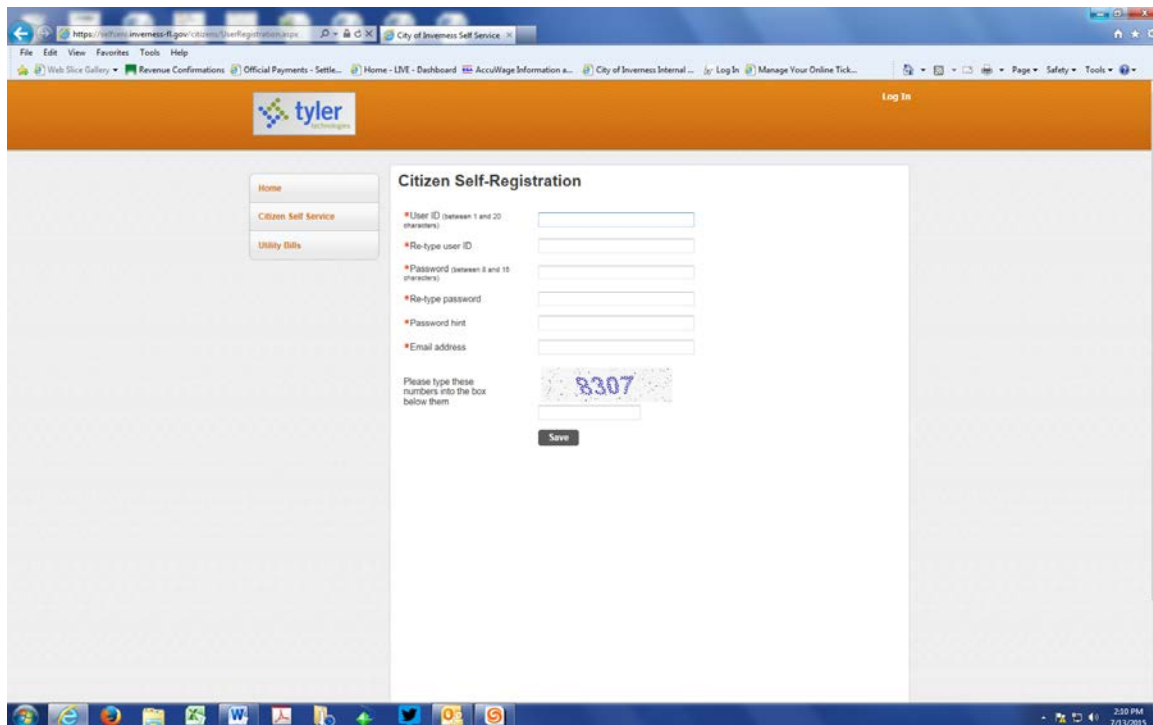
Click the Official Payments Icon (see below)



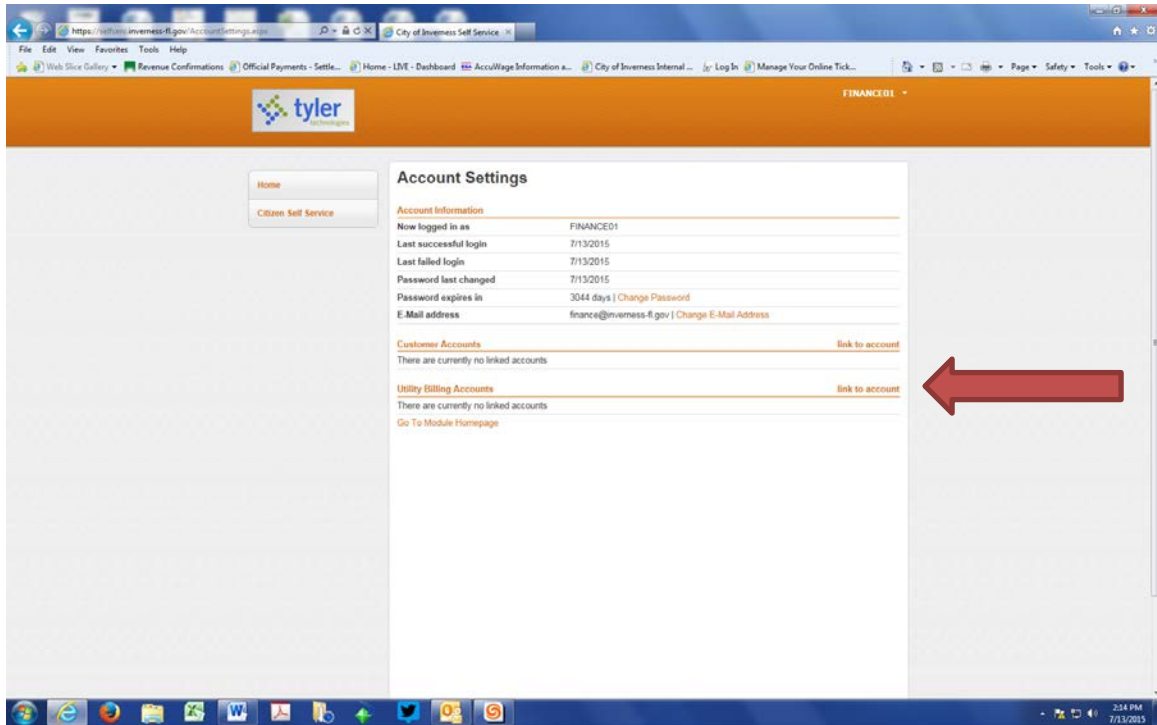
Click on register



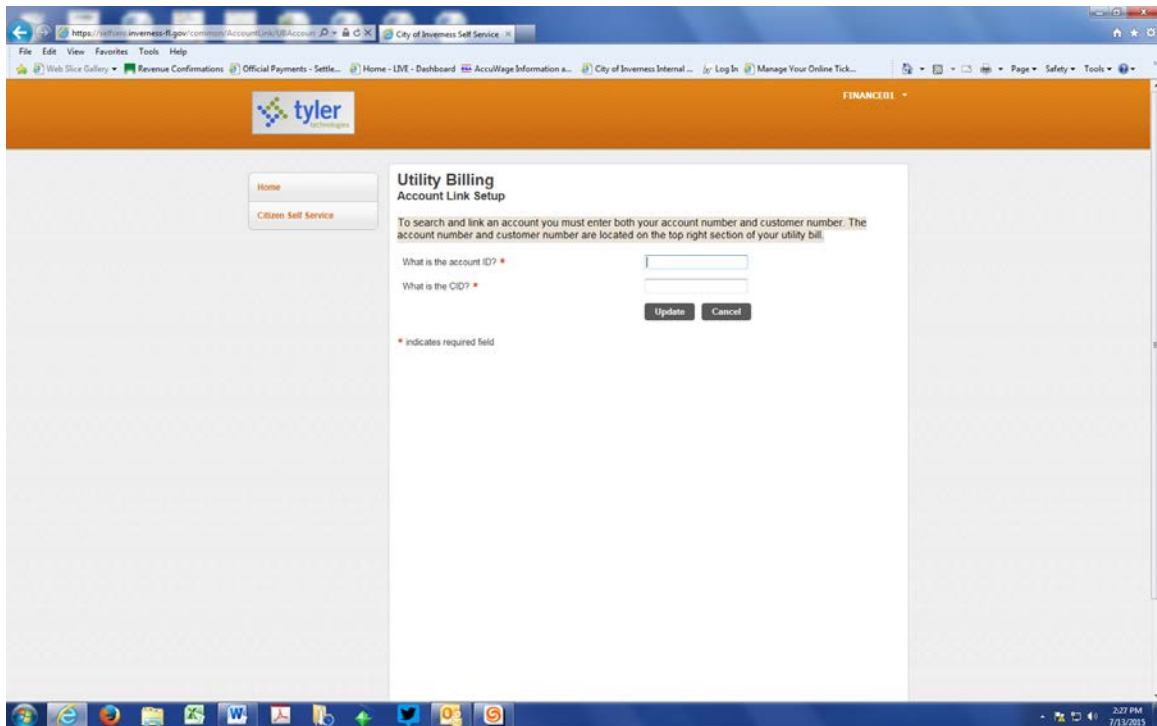
Fill in all the information on this screen



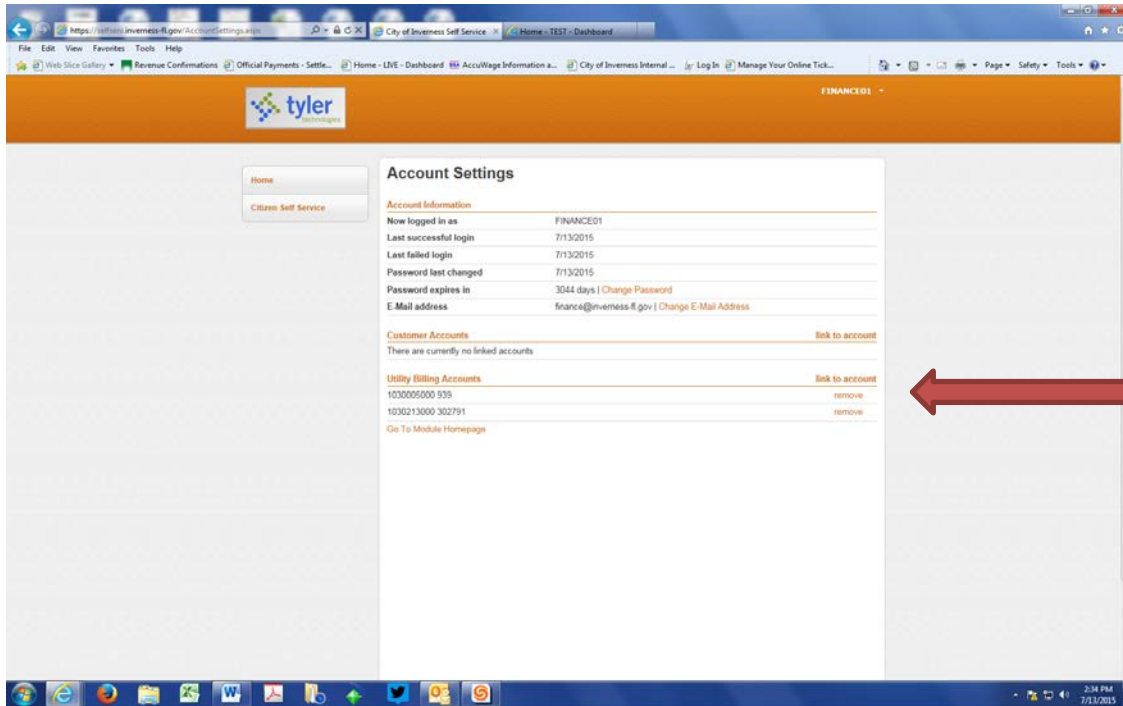
Once you have completed your registration this is what you see. Click on [link to account](#) next to Utility Billing Accounts



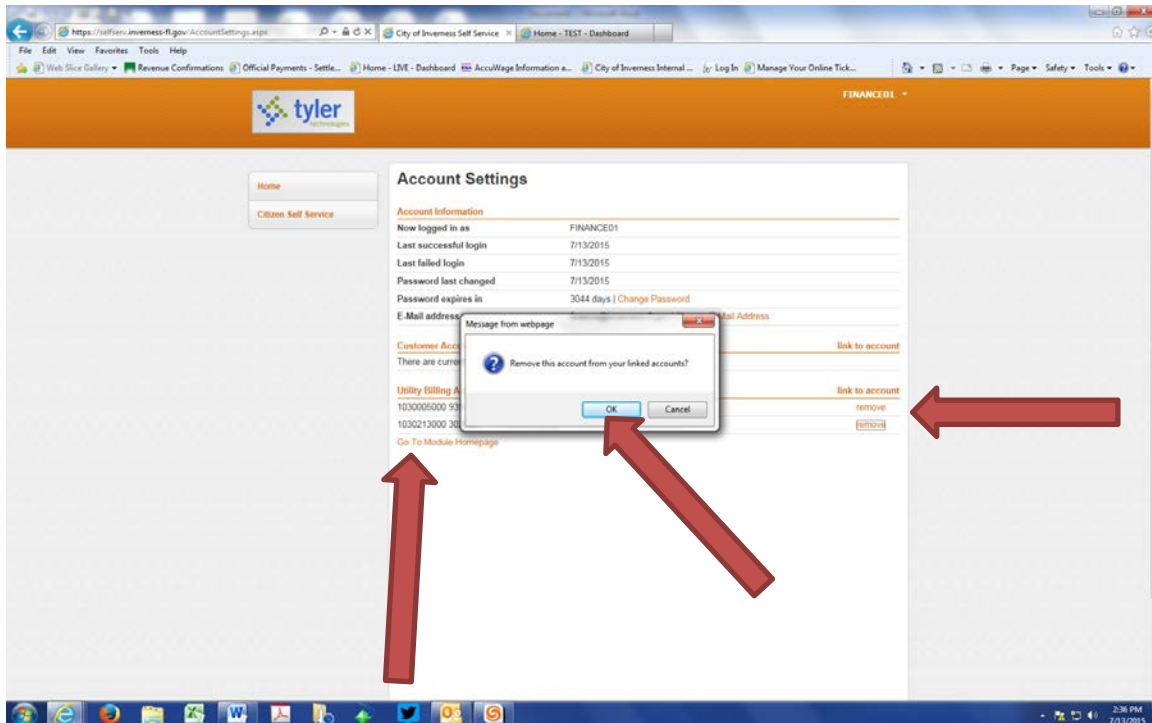
Fill in your account number and CID (customer number) and click update



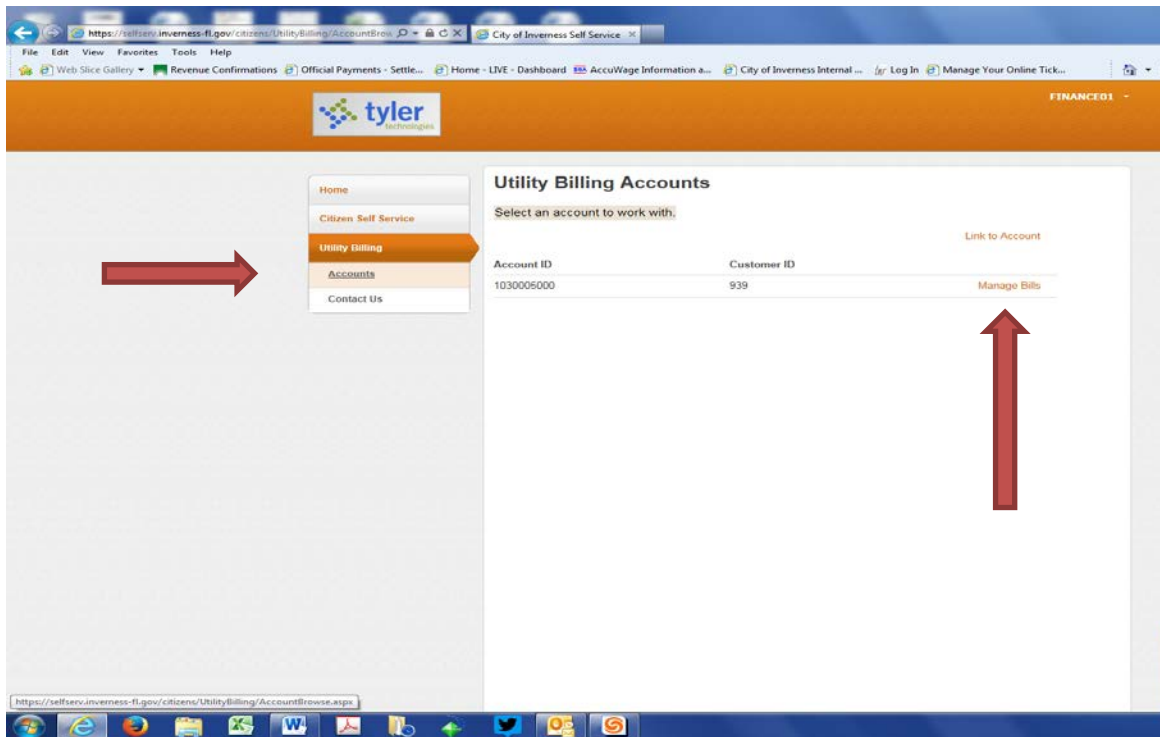
You can add more accounts by clicking on link to account next to Utility Billing Accounts again and repeat the same steps until you have linked all your accounts.



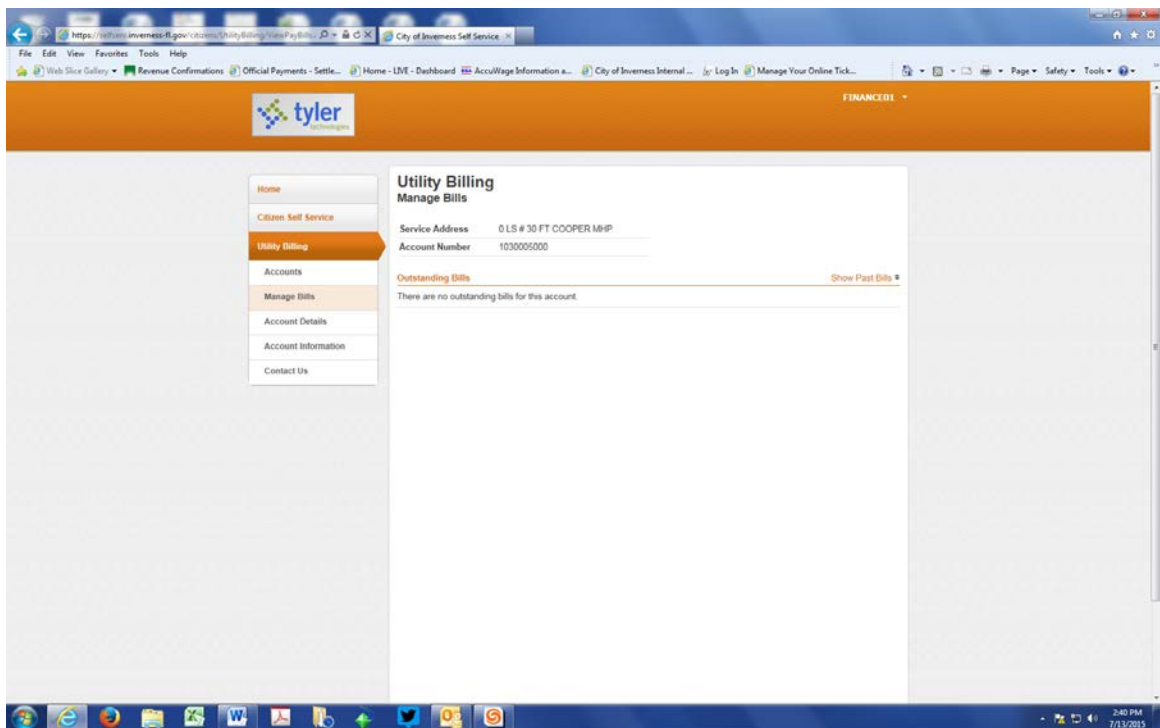
You can remove accounts at any time by clicking on remove next to the account a box will come up answer yes if you want to remove it. Click on go to module homepage to be able to view and/or pay the bill



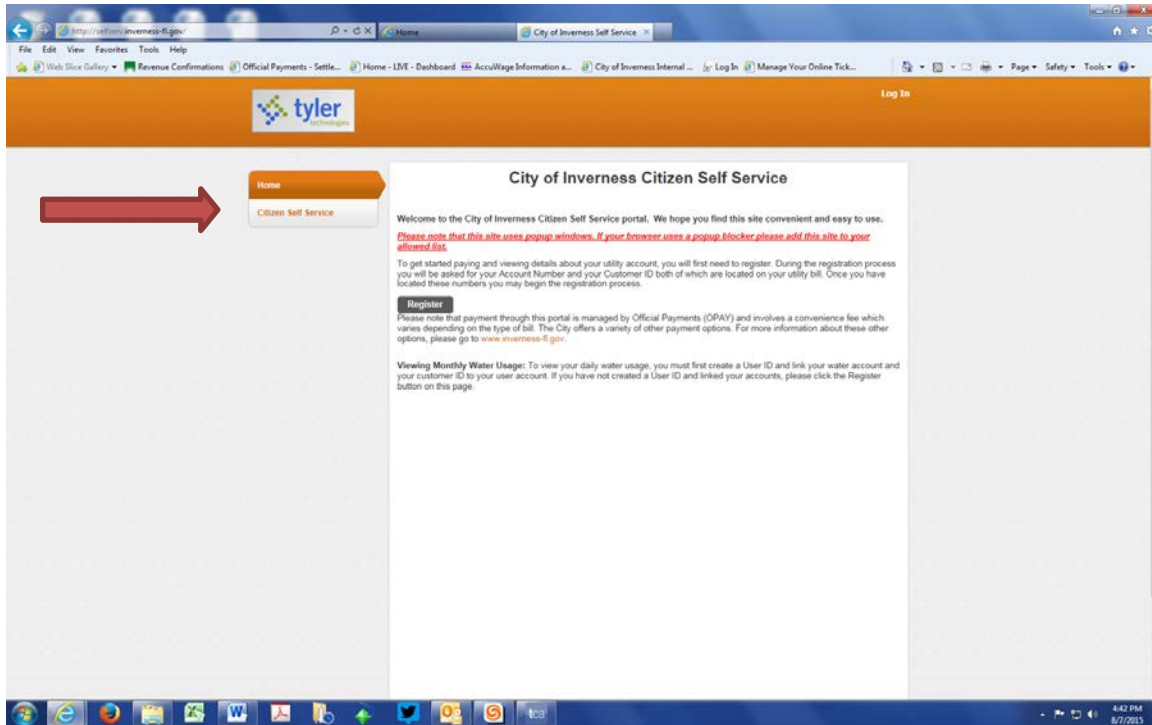
Click on accounts then manage bills



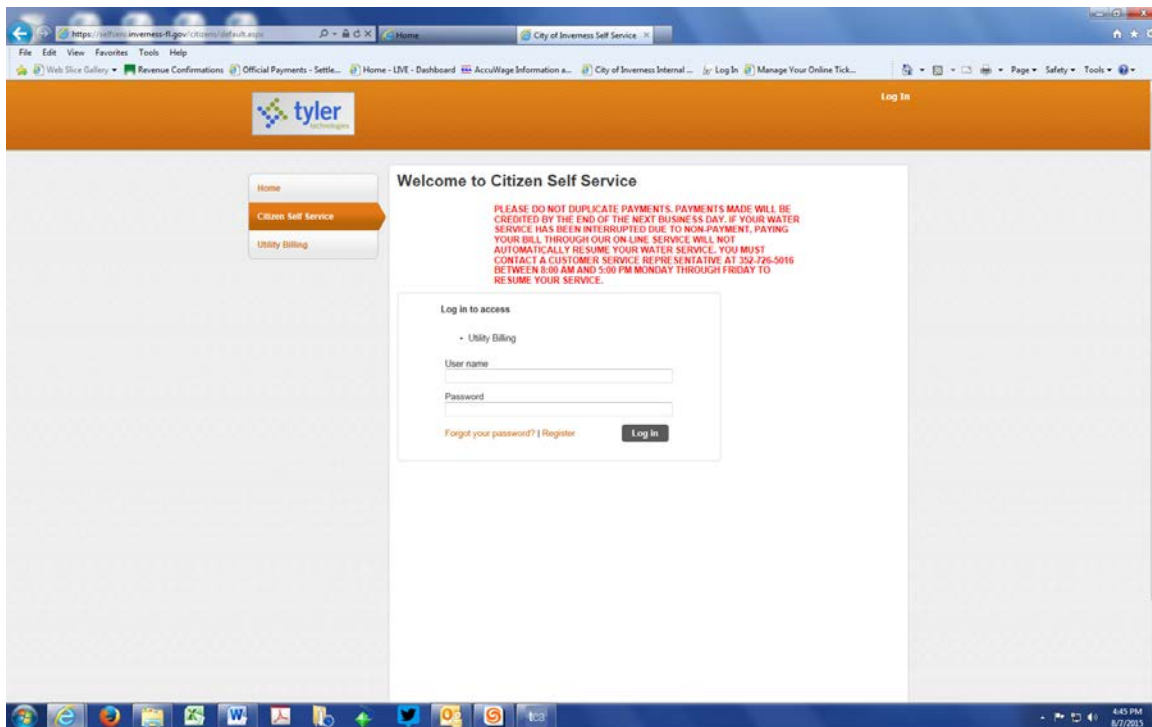
If you have an outstanding bill it will show up here .



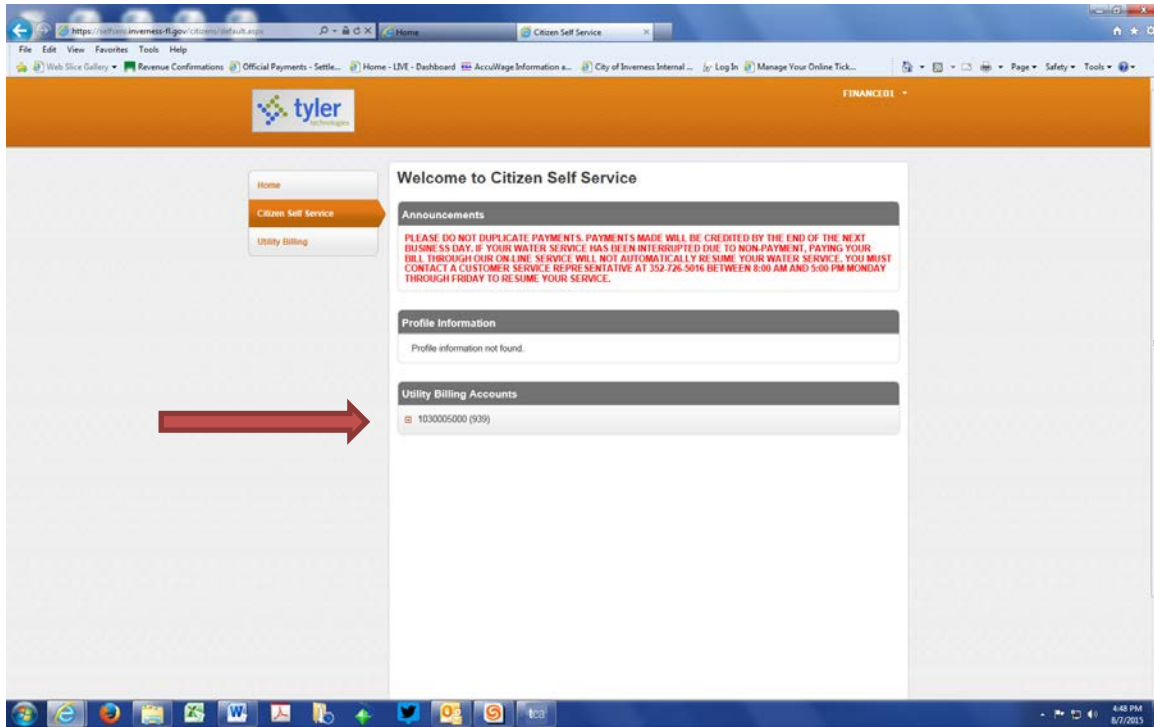
The next time you want to view or pay a bill click on Citizen Self Service



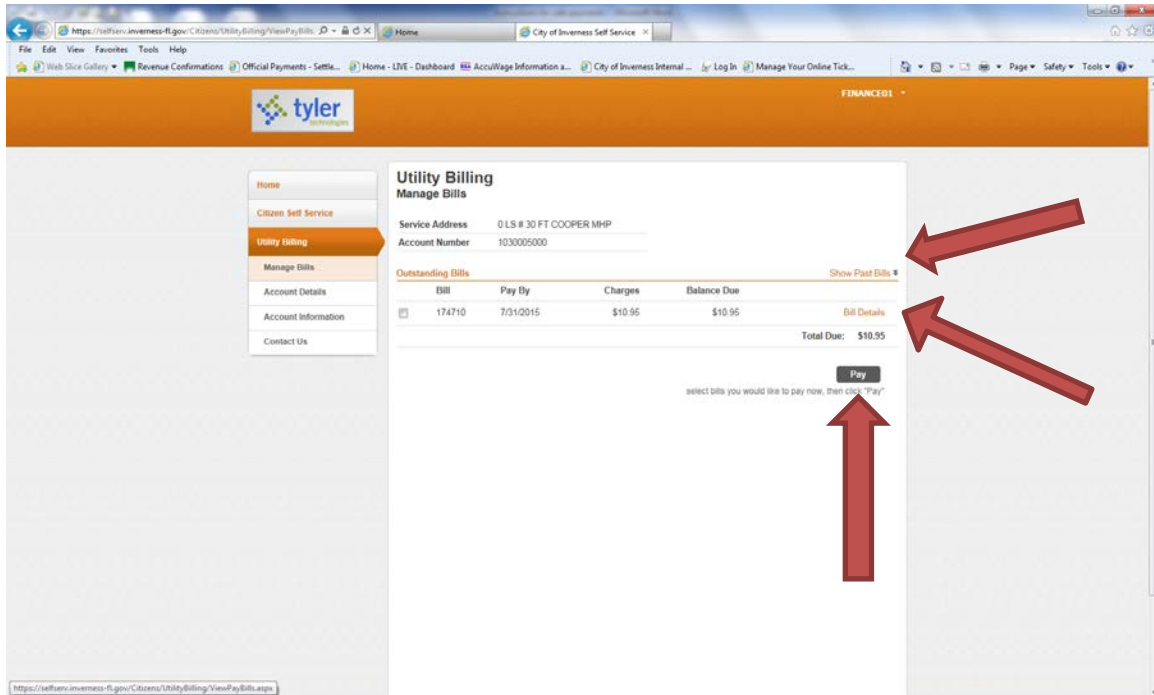
Enter your User Name and Password. Then click login.



Click on the plus sign next to your account number to manage the bills.



From this screen you can view past bills, view bill details and pay bills.



Don't forget to log out when you are finished by clicking on the drop down arrow next to log in name.

The screenshot shows a web browser window displaying a utility billing portal. The browser's address bar shows the URL: <https://salfserv.inverness-fl.gov/citizens/UtilityBilling/ViewPayBills...>. The page features the Tyler Technologies logo in the top left corner. A navigation menu on the left includes links for Home, Citizen Self Service, Utility Billing (highlighted), Manage Bills, Account Details, Account Information, and Contact Us. The main content area is titled "Utility Billing" and "Manage Bills", displaying account information: Service Address: 0 LS # 30 FT COOPER MHP and Account Number: 1030005000. Below this is a table of "Outstanding Bills" with columns for Bill, Pay By, Charges, and Balance Due. A single bill is listed with Bill ID 174710, Pay By date 7/31/2015, Charges of \$10.95, and a Balance Due of \$10.95. The total due is \$10.95. A "Pay" button is visible at the bottom of the table with the instruction "select bills you would like to pay now, then click 'Pay'". In the top right corner, a dropdown menu is open, showing options for Home, My Account, and Log Out. A red arrow points to the "Log Out" option. The browser's taskbar at the bottom shows various application icons and the system clock indicating 4:55 PM on 8/7/2015.

Bill	Pay By	Charges	Balance Due
174710	7/31/2015	\$10.95	\$10.95

Total Due: \$10.95