

PAY CITY INVOICES INSTRUCTIONS

Using your username and password log into Citizen Self Services and **select General Billing and Invoices**.

Enter the **Bill number** and **Customer** number found on the invoice mailed to you. **SEARCH**

City of Auburn
 144 Tichenor Ave. Suite 6
 Auburn, AL 36830
 (334) 501-7239 Phone
 (334) 501-7297 Fax
 www.auburnalabama.org

TEST ACCOUNT
 123 MAIN AVE
 AUBURN, AL 36830-4818

INVOICE

Invoice Date	Invoice No.
01/28/2019	38
Customer Number	
17	
Invoice Total Due	
\$100.00	
Amount Paid	

Due Upon Receipt

PLEASE RETURN TOP PORTION WITH PAYMENT

Invoice Date: 01/28/2019

Customer Number: 17

Description	Quantity	Price	UOM	Original Inv	Adjusted	Paid	Amount Due
Leased Parking	1	\$100.00	EACH	\$100.00	\$0.00	\$0.00	\$100.00

Find the bill you wish to pay and using the boxes to the left under Pay column, **Check the box for the chosen bills.**

The Details option on the right allows you to view and pay each bill separately.

Pay	Bill Number	Bill Type	Pay By	Total Unpaid	Balance Due	Details
<input checked="" type="checkbox"/>	[REDACTED]	General Fund General Billing	1/31/2020	\$3,764.09	\$ [REDACTED]	Details
<input type="checkbox"/>	[REDACTED]	Sewer General Billing	1/25/2020	\$47,050.39	\$ [REDACTED]	Details
<input checked="" type="checkbox"/>	[REDACTED]	General Fund General Billing	1/25/2020	\$50,740.57	\$ [REDACTED]	Details

And scroll to the bottom of the page and **Select Pay** to pay all the selected bills

You about to leave the City of Auburn’s website and taken to another secure site for payment processing. To get back to your Citizen Self Services Account, you will need to open a new web browser for selfservice@auburnalabama.org and enter username and password.

Select Continue if you wish to proceed. To pay the next item click the Home button