## **PAY CITY INVOICES INSTRUCTIONS**

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

🐝 Munis Self Service					
Home	General Billing and Invoices Customer Search				
Citizen Self Service	You can find your bill number on the upper right hand corner of the Invoice.				
Business License/Taxes	Bill number				
General Billing and Invoices	Customer Number				
Accounts		□ Remember these values			
Contact Us		Search Reset			

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

City of Auburn	INVOICE	
Auburn, AL 36830	Invoice Date Invoice No.	
(334) 501-7239 Phone (334) 501-7297 Fax	01/28/2019 38	
City of Auburn www.auburnalabarna.org	Customer Number	
	17	
	Invoice Total Due	
	\$100.00	
	Amount Paid	
	-	
TEST ACCOUNT	Due Upon Receipt	
123 MAIN AVE		
AUBURN, AL 36830-4818		

PLEASE RETURN TOP PORTION WITH PAYMENT		Invoice Date: 01/28/2019		Customer Number: 17			
Description	Quantity	Price	NOU	Original Inv	Adjusted	Paid	Amount Due
Leased Parking	1	\$100.00	EACH	\$100.00	\$0.00	\$0.00	\$100.00

🔆 Munis Self Service			
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Citizen Seif Service			
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Accounts		Remember these values	
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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.

🔅 Munis Self Service					0 🛓
Home	General Billing a Manage Bills	and Invoices			
Citizan Salf Sanica	Customer name	WATER WORKS BOARD			
Business License/Taxes	Address	144 TICHENOR AVE SUITE 7 AUBURN, AL 36830			
General Billing and Invoices	Customer number				
Accounts	20 Bill(s) found				bill years 2000 to 2022 only
Contact Us	Pay Bill Number	Bill Type	Pag. Dy	Total Unpaid	Balance Due Details
	M	General Fund General Billing	1/31/2020	\$3,764.09	S Details
Manage Bills		Sewer General Billing	1/25/2020	\$47,050.39	S4 Details
Customer Information	2	General Fund General Billing	1/25/2020	\$50,740.57	SS 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 <u>selfservice@auburnalabama.org</u> and enter username and password.

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