Navigate to simivalley.org and Click on "Utility Billing" link underneath picture.



Careers Permits Utility Billing City Cour

Click on "Pay Bill" icon.



Click on "Citizen Self Service" on the left hand side. (If on mobile device click "expand menu" and then "Citizen Self Service")



WAYS TO REGISTER

There are now two ways to login to your account:

- 1. Register directly with the City of Simi Valley with an Email and Password as if you were a new customer. (Instructions starting on page 5)
- 2. Resgister using the community access service. The community access service allows you to use your Google (Gmail), Facebook (email used to log into facebook), Apple (Apple ID email) or Microsoft (Outlook email) so you will have one less password to remember. (Instructions starting on page 14)



REGISTERING WITH AN EMAIL AND PASSWORD

1. Click on "Sign up"



2. Enter your email address, Password you would like to use,

First Name & Last name.

	Create an acc	count
Email *		
Passwo	rd *	
First name	1	
Last name	<u>*</u>	
indicates re	equired field	_
	Sign up	

- 3. You will need to validate your email. Click "Back to sign
- in" before going to your email.



4. Verification email will be from "Community Access Identity noreply@identity.tylerportico.com, and may have "Okta" in the header. Click on the "Activate Account" link.

r Community Access Klentity Knorephy@identity.tylerportico.comt> act: Welcome to your Community Access account	
	okta
ed.	
Welcome to your Community Access account!	
Your town uses Community Access using Tyler Technologies and Okta to manage access to town applications.	
This means you can conveniently access all applications your town has to offer, as well as applications in other	r towns that are also using Tyler Technologies software.
Learn more about Community Access.	
To verify your email address and activate your account, please click the following link:	
Patija un presimientaj generalenta ensuage trem Conversity Adoesa. Repisa cos reli entrito estar commerci.	

5. You may be redirected to the "User Profile" page. If you are redirected close this window and return to login page.	
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My Profile		
Profile information Name	Edit profile info Delete profile	



6. Enter in your email address and password and click "sign in".

7. Click on "Utility Billing" on the left hand side to access your account.



If your account information did not populate click the "Link to Account" on the right hand side.



Enter your account number and customer number found on your bill (Both numbers are listed under "Account Number"). Once entered click submit.

CITY OF SIMI	VALLEY Utility Billing
Home	Account Link Setup
Citizen Self Service	Please provide the information below from your utility bill
Utility Billing	What is the Account Number? (number to the left of the dash) *
Accounts	What is the Customer Number? (number to the right of the dash) *
Contact Us	Submit Cancel
	* indicates required field

Your account will now be linked.

	Utility Billing					
lome	Account Summary					
litizen Self Service	Link to Account Sign up for EFT A	utomatic Payments Request Change of Address Bill Deliver	<u>y Preferences Manage Bills</u>			
Itility Billing	Billing Account					
any bining	Service Address					
Accounts	Account Number					
Manage Bills	Bill Delivery Preference Mail					
Account Summary	Your Current Balance					
Automatic EFT Payments	Amount Due Now \$0.00					
Contact Us	Payment Due Date					
Contact Us	Payment Due Date					
Contact Us	Payment Due Date About Your Payments					
Contact Us	Payment Due Date About Your Payments Bill	Last Posted	Sum of Payments	View Details		
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022	Sum of Payments \$165.02	View Details <u>details</u>		
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021	Sum of Payments \$165.02 \$239.99	View Details details details		
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021 9/8/2021	Sum of Payments \$165.02 \$239.99 \$226.76	View Details details details details details		
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021 9/8/2021 6/25/2021	Sum of Payments \$165.02 \$239.99 \$226.76 \$187.07	View Details details details details details details		
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021 9/8/2021 6/25/2021 4/28/2021	Sum of Payments \$165.02 \$239.99 \$226.76 \$187.07 \$173.84	View Details details details details details details details details		
Contact Us	Payment: Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021 9/8/2021 6/25/2021 4/28/2021	Sum of Payments \$165.02 \$239.99 \$226.76 \$187.07 \$173.84	View Details details details details details details showing the 5 m	nost recent payments only	
Contact Us	Payment Due Date About Your Payments Bill	Last Posted 1/7/2022 11/23/2021 9/8/2021 6/25/2021 4/28/2021	Sum of Payments \$165.02 \$239.99 \$226.76 \$187.07 \$173.84	View Details details details details details details details showing the 5 m	nost recent payments only	

This ends the registering process for using an email and password.

REGISTERING WITH COMMUNITY ACCESS SERVICES

1. Click on the "sign in with" you would like to use.



2. Click on "Utility Billing" on the left hand side to access your account.



If your account information did not populate click the "Link to Account" on the right hand side.



Enter your account number and customer number found on your bill (Both numbers are listed under "Account Number"). Once entered click submit.

CITY OF SIMI	VALLEY
Home	Utility Billing Account Link Setup
Citizen Self Service	Please provide the information below from your utility bill
Utility Billing	What is the Account Number? (number to the left of the dash) *
Accounts	What is the Customer Number? (number to the right of the dash) *
Contact Us	Submit Cancel
	* indicates required field

Your account will now be linked.

CITY OF SIMI VA	LLEY				4	
Home Citizen Self Service Utility Billing	Utility Billing Account Summary Link to Account Sign up for EFT Aut Billing Account Service Address	iomatic Payments Sequest Change of Address Bill Delivery	Preferences Manage Bills			
Accounts	Account Number					
Manage Bills	Bill Delivery Preference Mail					
Account Summary	Your Current Balance					
Automatic EFT Payments	Amount Due Now \$0.00					
Contact Us	Payment Due Date					
	About Your Payments					
	Bill	Last Posted	Sum of Payments	View Details		
		1/7/2022	\$165.02	details		
		11/23/2021	\$239.99	details		
		9/8/2021	\$226.76	details		
		6/25/2021	\$187.07	details		
		4/28/2021	\$173.84	details		
	Customer Information			Showing the 5 most recent pay	ments only:	
	Name					
	Address					
	Customer ID					

This ends the registering process for using Community Access.