



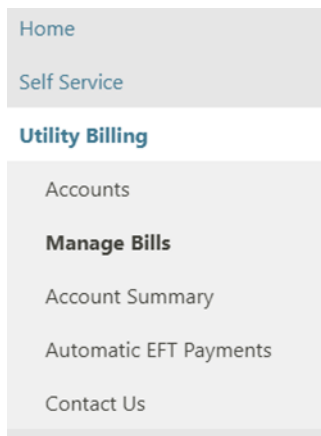
Utility Billing Citizen Self Service How to Pay Your Utility Bill

Below are detailed instructions to help you manage your utility bills by making a one-time payment. To make payment and manage your utility account, you will have needed to create an account. Please refer to the [“How to Create Your New Account”](#) instructions if you have not done so already.

Navigate to the Village of Niles website at www.vniles.com and click on the online bill pay button, then select the Utility Billing (Water/Sewer) tile, follow the prompts to login into your utility account.

Step 1: Making a one-time payment

Within the toolbar along the left of the screen, click on “Utility Billing” and then “Manage Bills” (this action takes a few seconds to load).



From this screen, you will add the bill to your cart, by clicking the “Add to Cart” button. Click on the shopping cart icon in the upper right-hand corner, select the pay by credit card option. Complete the required fields and click continue, verify the payment amount, and then click continue. Enter your credit card information and verify that the address is the same bill to as your credit card billing address, click the “Make Payment” button. A successful transaction will display the following message, “The transaction completed successfully” and additionally an email will be sent confirming the payment as well. Please contact the Finance Department at 847-588-8030 with any questions or concerns regarding onetime credit card payments.