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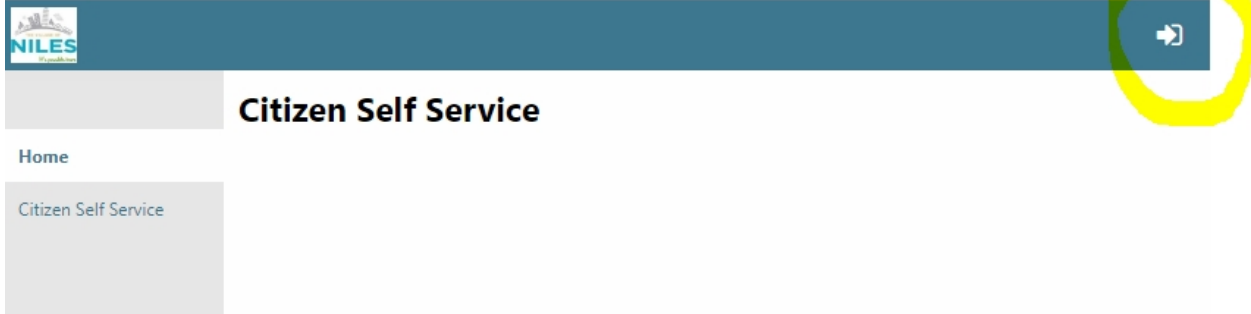
Utility Billing Citizen Self Service How to Pay Your Utility Bills

Once you have registered your email and created an account you can log in anytime to manage your account.

Go to www.vniles.com, click the Online Bill Pay button and then [Utility Billing Portal](#) to begin.

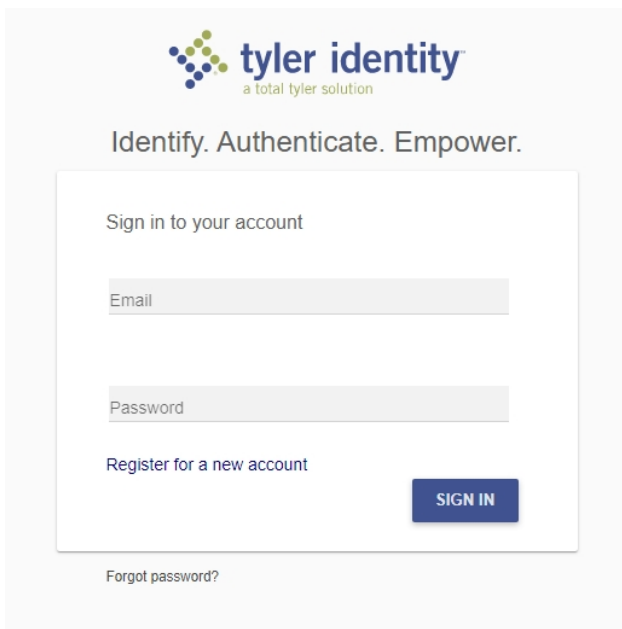
STEP 1: Log In

Click the Log In Icon



STEP 2: Register

Type in your email and password and Click "Sign In" to access your Niles Citizen Self Service account.



STEP 3: Pay your Bill

There are many ways on the portal to navigate to initiate a Payment.

Use the menu on the Left side, click "Utility Billing" and then "Accounts" and then click on a linked account number.

or

left Click on Click on the "User Menu" icon on the top right of the screen and select "My Account" to see your linked accounts.

Then Click "Manage Bills" or "Pay Now" to start the payment process.

The screenshot displays the Tyler Technologies portal interface for a utility billing account. The page is titled "Utility Billing Account Summary" and includes a navigation sidebar on the left with options like "Utility Billing", "Accounts", "Manage Bills", "Account Summary", "Automatic EFT Payments", and "Contact Us". The main content area shows account details such as "Service Address" (1234 N SOMEWHERE ST), "Account Number" (654321), and "Your Current Balance" (\$2.47). A "Pay Now" button is highlighted in red. Below this, there is a section for "About Your Payments" (No payment activity found) and "Customer Information" (Name: YOUR NAME, Address: 1234 N SOMEWHERE ST, NILES, IL 60714, Customer ID: 123456). At the bottom, a table lists services: Water Charge (Code: 1000, Start Date: 11/4/2016, Stop Date: 8/9/2020, Status: BILL, Consumption History: View Consumption) and Sewer Charge (Code: 2000, Start Date: 11/4/2016, Stop Date: 8/9/2020, Status: BILL, Consumption History: None). The user menu in the top right corner shows the user name "BILL SHAW" and options for "My Account" and "Log Out".

Utility Billing Account Summary

[Link to Account](#) | [Sign up for EFT Automatic Payments](#) | [Manage Bills](#)

Billing Account

Service Address 1234 N SOMEWHERE ST

Account Number 654321

Your Current Balance

Amount Due Now \$2.47 [Pay Now](#)

Payment Due Date 9/2/2020

About Your Payments

No payment activity found

Customer Information

Name YOUR NAME

Address 1234 N SOMEWHERE ST
NILES, IL 60714

Customer ID 123456

Services

Service	Code	Start Date	Stop Date	Status	Consumption History
Water Charge	1000	11/4/2016	8/9/2020	BILL	View Consumption
Sewer Charge	2000	11/4/2016	8/9/2020	BILL	None

You will be brought to a screen showing Account balances. Click "Add to Cart" to start a payment.

Citizen Self Service

Utility Billing

Manage Bills

[Sign up for EFT Automatic Payments](#) | [Account Summary](#)

Utility Billing **Service Address** 1234 N SOMEWHERE ST

Accounts **Account Number** 654321

Manage Bills **As of** 3/15/2021

Account Summary

Automatic EFT Payments

Contact Us

Outstanding Bills (bill years 2020 to 2023 only) [Show Past Bills](#) ▾

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	229	9/1/2020	9/23/2020	\$0.00	\$0.00	\$2.47	Bill Details

Total Due: \$2.47

Add to Cart

select bills you would like to pay now, then click "Add to Cart"

You will see this screen show up on the top of your screen

Utilities 229 \$2.47

Total: \$2.47

[Review Cart](#) **Checkout** [Summary](#)

You will be asked to select a Payment Type

Citizen Self Service

Pay Bills



[Return to home page](#)

Select Payment Method

This is a one time electronic payment. This is not a recurring payment.

[Pay by Credit Card](#) | [Cancel](#)

Complete the following screen with your Billing Information and click Continue.

Citizen Self Service
Utility Billing

Pay Bills

Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *

Last name *

Address line 1 *

Address line 2

City *

State *
two letter abbreviation

Zip code *



Contact phone number *

E-Mail *
for your e-mail confirmation

Remember these values

* indicates required field

You can now change the amount you want to pay against this Bill then click Continue.

Citizen Self Service
Utility Billing

Pay Bills

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2021	9/1/2020	2020	9/2/2020	\$2.47	\$2.47	\$ <input type="text" value="2.47"/>


Enter your payment information and click "Make Payment".

Payment Processing: enter values as prompted below

Total Amount (\$): \$2.47


Utilities - General Bill:

Card Information



Card Number:*

Expiry Date:*

CVV: 

Customer Information

Customer Title:

First Name:*

Middle Name:

Last Name:*

Company Name:

Address One:

Address Two:

City:

Country:

State or Province:

Postal Code:

STEP 4: Don't forget to logoff when you are done

