



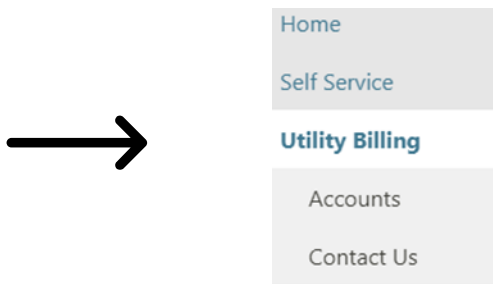
## Utility Billing Citizen Self Service How to set up Automatic Payments

Below are detailed instructions to help you manage your utility bills by setting up Automatic Payments (EFT – Electronic Funds Transfer). To initiate this process, 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.

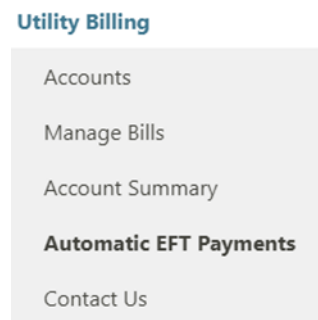
Navigate to the Village of Niles website at [www.vniles.com](http://www.vniles.com) and click on the online bill pay button, then select the Utility Billing (Water/Sewer) tile, follow the prompts to login into your utility account.

### **Step 1: Sign Up for Automatic Payments**

In the tool bar along the left side of the screen, click on Utility Billing and then Accounts



In the tool bar along the left side of the screen, click on Automatic EFT Payments



Click on Sign up for EFT Automatic Payments

Complete the required fields and click the “Continue” button. Confirm the information you’ve entered is correct and click the “Submit” button. If you need to make a correction to the information you’ve entered click the “Modify” button. Once you’ve successfully submitted the required information, you will be directed to a confirmation page. The Finance Department will deduct funds from the authorized checking or savings account on the due date of your current billing cycle. Please contact the Finance Department at 847-588-8030 with any questions or concerns regarding Automatic EFT Payments.