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## Utility Billing Citizen Self Service

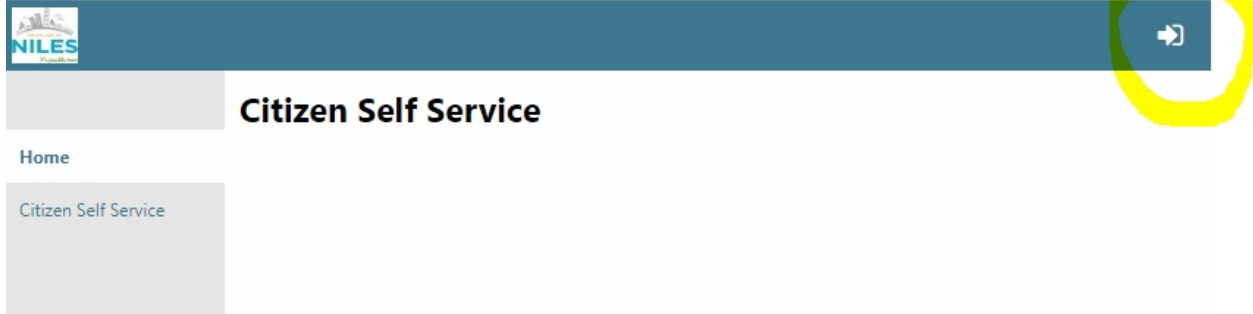
# How to sign up for EFT (Electronic Funds Transfer) Automatic Payments

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

Go to [www.vniles.com](http://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.

A screenshot of the Tyler Identity login page. The page features the Tyler Identity logo (a cluster of colored dots) and the tagline "Identify. Authenticate. Empower." Below this is a sign-in form with the following elements: a heading "Sign in to your account", an "Email" input field, a "Password" input field, a "Register for a new account" link, and a blue "SIGN IN" button. At the bottom left of the form is a "Forgot password?" link.

### STEP 3: Sign Up for EFT Automatic Payments

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 “Sign Up for EFT Automatic Payments” to start the enrollment process.

**tyler** technologies

Citizen Self Service

Utility Billing

Accounts

Manage Bills

Account Summary

Automatic EFT Payments

Contact Us

## 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	<a href="#">View Consumption</a>
Sewer Charge	2000	11/4/2016	8/9/2020	BILL	None

Citizen Self Service

### Utility Billing Automatic EFT Payments

Utility Billing

To sign up for automatic payments, please complete the form below.

Accounts

Manage Bills

Account Summary

**Automatic EFT Payments**

Contact Us

**Service Address** 1234 N SOMWHERE ST  
**Account Number** 654321

Bank name \*   
For auto-lookup, begin typing a bank name or routing number.

Bank routing number \* (9 digits)

Confirm routing number \*

Bank phone number \*

Bank account number \*

Confirm account number \*

Bank account type \*  Checking  Savings

Name on bank statement \*



Phone number on bank statement \*

Email address on bank statement \*

**Continue** **Cancel**

\* indicates required values.

You must complete every field with a red asterisk. Then click 'Continue'.

(0)

Citizen Self Service

## Utility Billing

### Automatic EFT Payments

To sign up for automatic payments, please complete the form below.

Accounts

Manage Bills

Account Summary

**Automatic EFT Payments**

Contact Us

**Service Address** 1234 N SOMEWHERE ST

**Account Number** 654321

[Copy current EFT information](#)

**Bank name \***   
For auto-lookup, begin typing a bank name or routing number.

**Bank routing number \* (9 digits)**

**Confirm routing number \***

**Bank phone number**

**Bank account number \***

**Confirm account number \***

**Bank account type \***  Checking  Savings


**Name on bank statement \***

**Phone number on bank statement \***

**Email address on bank statement \***

\* indicates required values.

You will be presented with a Review of the information you typed. Review it one more time and click "Submit" when you are sure everything has been provided accurately. Your bank account will be automatically debited on the next regularly scheduled Utility Billing Cycle.



Citizen Self Service

## Utility Billing

### Automatic EFT Payments

#### Review

Accounts

Manage Bills

Account Summary

**Automatic EFT Payments**

Contact Us

<b>Bank name</b>	PNC BANK
<b>Bank telephone</b>	877 824-5001
<b>Routing number</b>	031203999
<b>Bank account number</b>	12345678
<b>Account type</b>	Checking
<b>Name as it appears on your bank statement</b>	YOUR NAME
<b>Your telephone number</b>	555 555 1234
<b>Your email address</b>	YourEmail@EmailWebsite.com

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

