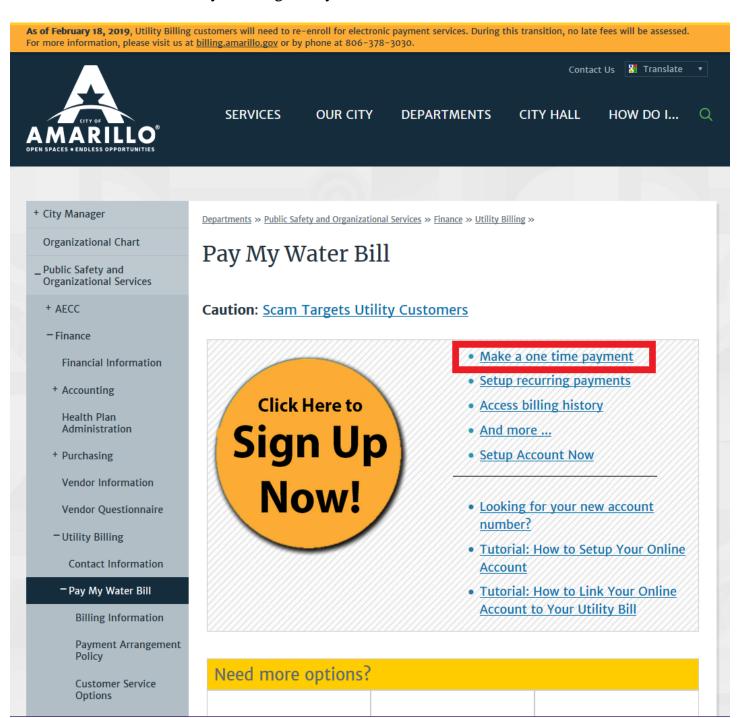
## Citizen Self Service Online Payment System

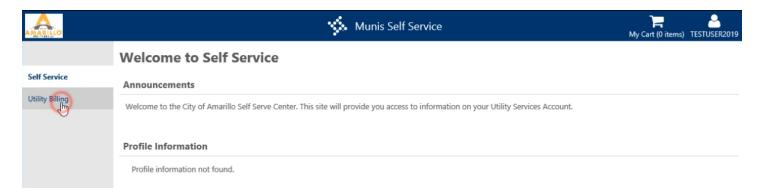
This tutorial applies to customers with multiple bills with one account number and multiple customer numbers (CIDs).

- 1. In your web browser, navigate to billing.amarillo.gov.
- 2. Click on the link for "Make a one-time payment." This will redirect you to the Munis Citizen Self Service website for you to log in to your online account.

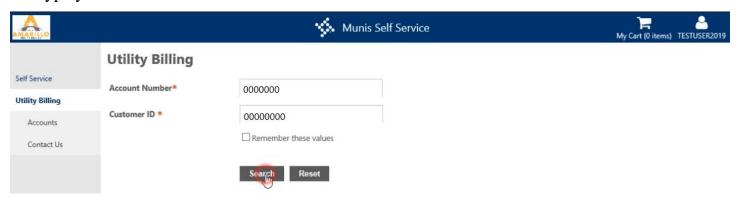




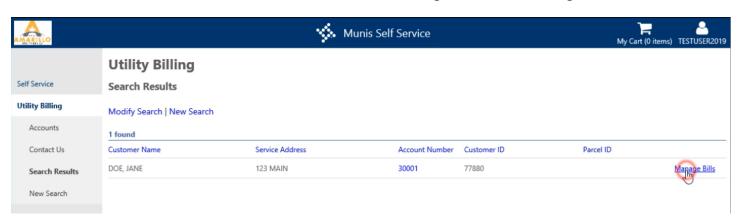
3. On the left side of the screen, click on "Utility Billing."



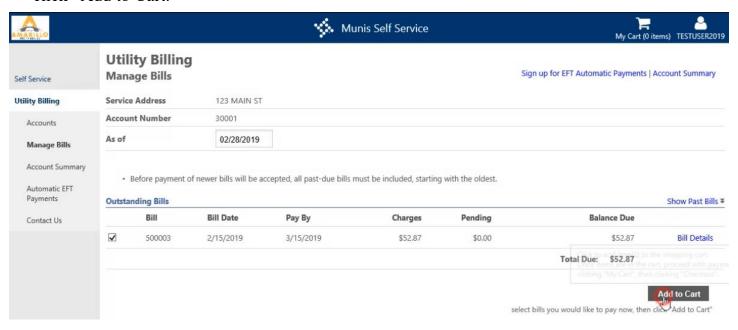
4. On the Utility Billing screen, type your account number into the field for "Account Number." Type your customer number into the field for "Customer ID." Click Search.



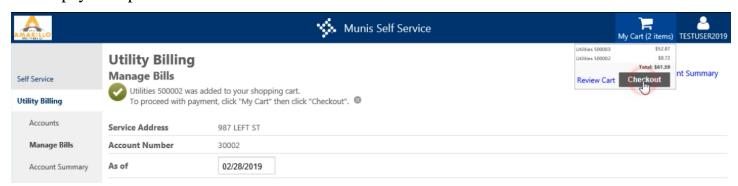
5. If the account information looks correct, click "Manage Bills" on the right side of the screen.



Your screen will show your Outstanding Bills. Make sure that the bill is check marked, then click "Add to Cart."



- 7. Repeat steps 3 through 6 to add another bill to your cart.
- 8. At the top of the screen, the cart will show your bills, and you may click "Checkout" to begin the payment process.



9. The next screen will ask if you would like to enroll in automatic credit card payments. For a one-time payment, click "Continue."



10. The next screen is a final screen detailing the bills you are paying, as well as the amount. Click "Continue."



11. You will be redirected to the BridgePay payment processing system where you can enter payment details and finalize the payment. Please be sure to print the payment confirmation page with your authorization code for your records.