

# NEW BILLING SYSTEM

QUICK & EASY SIGN UP WITH YOUR NEXT BILL



1. Go to **www.cityofclevelandms.com**. Then click **Online Bill Pay**.
2. Select the type of invoice you would like to make a payment.
3. Enter your **Account Number**. Then enter the **Secure Code**.
4. Select the invoices you'd like to make a payment towards and click the **Register Selected Invoices** link.
5. Enter all required information that is marked with a red asterisk (\*) and click **Complete Registration**.
6. **Congrats!** You've created your online account.
7. Once registered, use the **Services** area on the **Your Accounts at a Glance** screen, or the menu under **My Profile**, to sign up for paperless billing, AutoPay, scheduled payments, Pay by Text, and more!

**Or, pay by phone 24/7 by calling 855-844-0119**

Set it and

*forget it*

Sign up for automatic payments  
and let your bills pay themselves.

