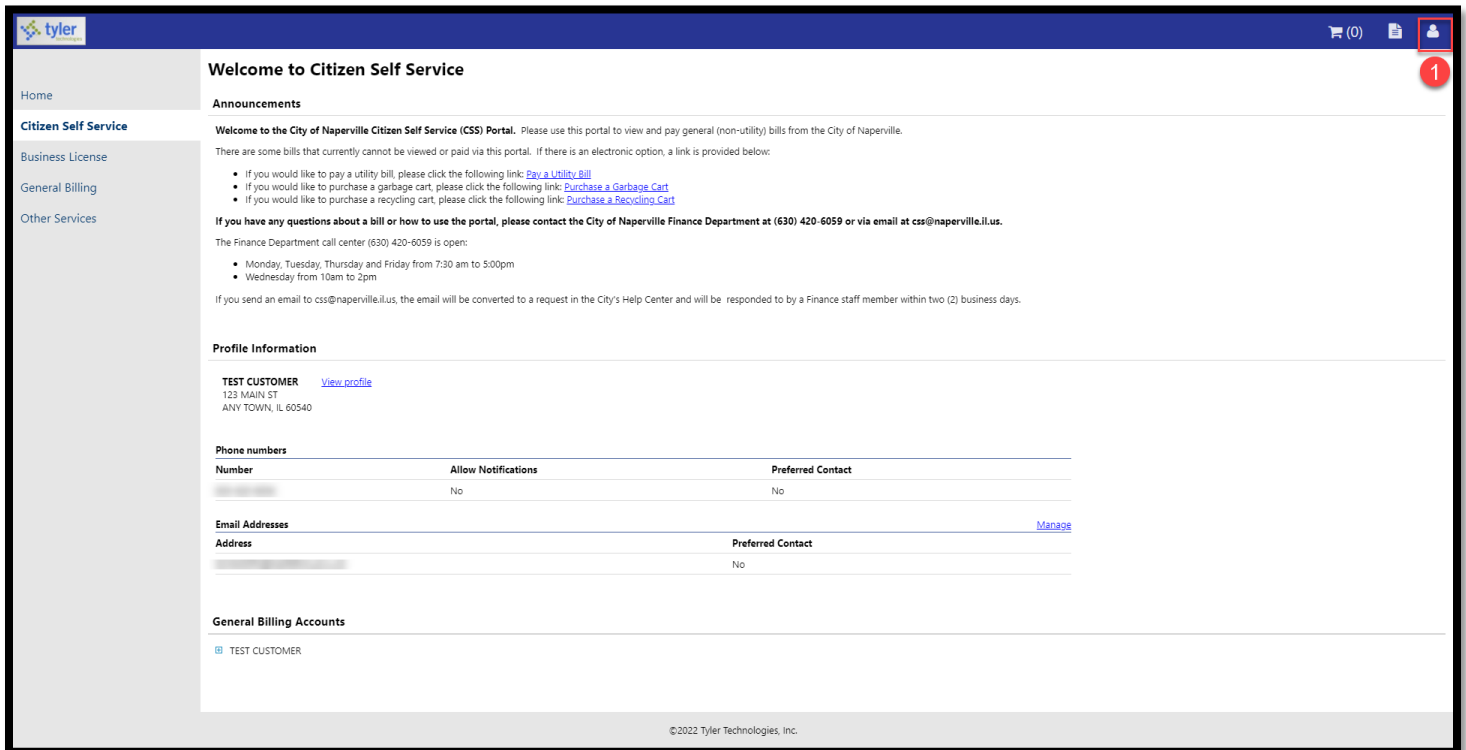


Link a Business Account to your CSS Account

- 1 Click the **User** icon in the upper right corner.



The screenshot shows the Tyler Citizen Self Service portal. The user icon in the top right corner is highlighted with a red circle and the number 1. The page content includes a navigation menu on the left, a welcome message, announcements, profile information, and general billing accounts.

Welcome to Citizen Self Service

Announcements

Welcome to the City of Naperville Citizen Self Service (CSS) Portal. Please use this portal to view and pay general (non-utility) bills from the City of Naperville.

There are some bills that currently cannot be viewed or paid via this portal. If there is an electronic option, a link is provided below:

- If you would like to pay a utility bill, please click the following link: [Pay a Utility Bill](#)
- If you would like to purchase a garbage cart, please click the following link: [Purchase a Garbage Cart](#)
- If you would like to purchase a recycling cart, please click the following link: [Purchase a Recycling Cart](#)

If you have any questions about a bill or how to use the portal, please contact the City of Naperville Finance Department at (630) 420-6059 or via email at css@naperville.il.us.

The Finance Department call center (630) 420-6059 is open:

- Monday, Tuesday, Thursday and Friday from 7:30 am to 5:00pm
- Wednesday from 10am to 2pm

If you send an email to css@naperville.il.us, the email will be converted to a request in the City's Help Center and will be responded to by a Finance staff member within two (2) business days.

Profile Information

TEST CUSTOMER [View profile](#)

723 MAIN ST
ANV TOWN, IL 60540

Number	Allow Notifications	Preferred Contact
	No	No

Email Addresses [Manage](#)

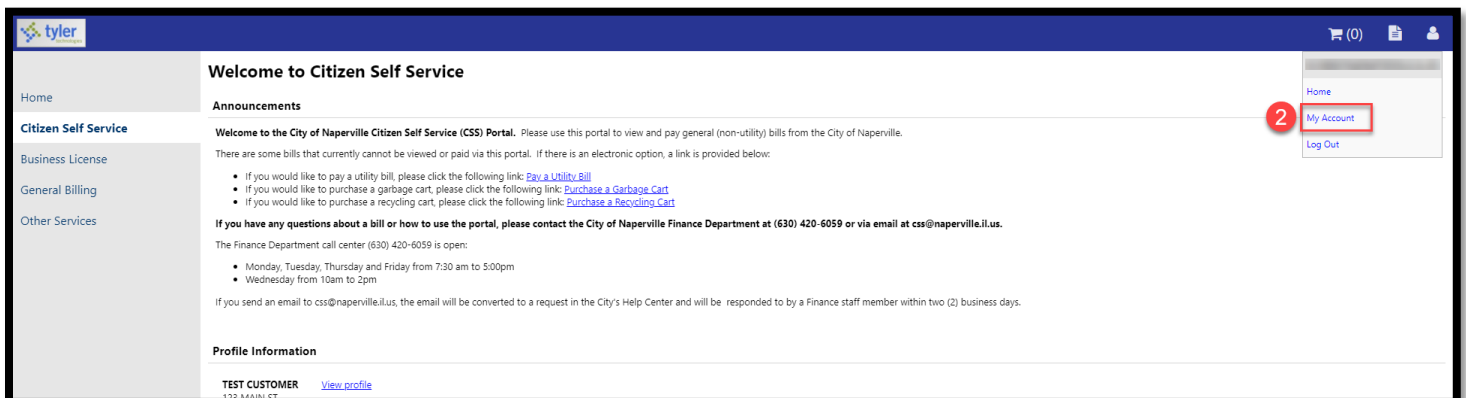
Address	Preferred Contact
	No

General Billing Accounts

TEST CUSTOMER

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- 2 Select **My Account** from the drop-down menu.



The screenshot shows the Tyler Citizen Self Service portal. The user icon in the top right corner is highlighted with a red circle and the number 2. The drop-down menu is open, and the 'My Account' option is highlighted with a red box. The page content is the same as in the previous screenshot.

Welcome to Citizen Self Service

Announcements

Welcome to the City of Naperville Citizen Self Service (CSS) Portal. Please use this portal to view and pay general (non-utility) bills from the City of Naperville.

There are some bills that currently cannot be viewed or paid via this portal. If there is an electronic option, a link is provided below:

- If you would like to pay a utility bill, please click the following link: [Pay a Utility Bill](#)
- If you would like to purchase a garbage cart, please click the following link: [Purchase a Garbage Cart](#)
- If you would like to purchase a recycling cart, please click the following link: [Purchase a Recycling Cart](#)

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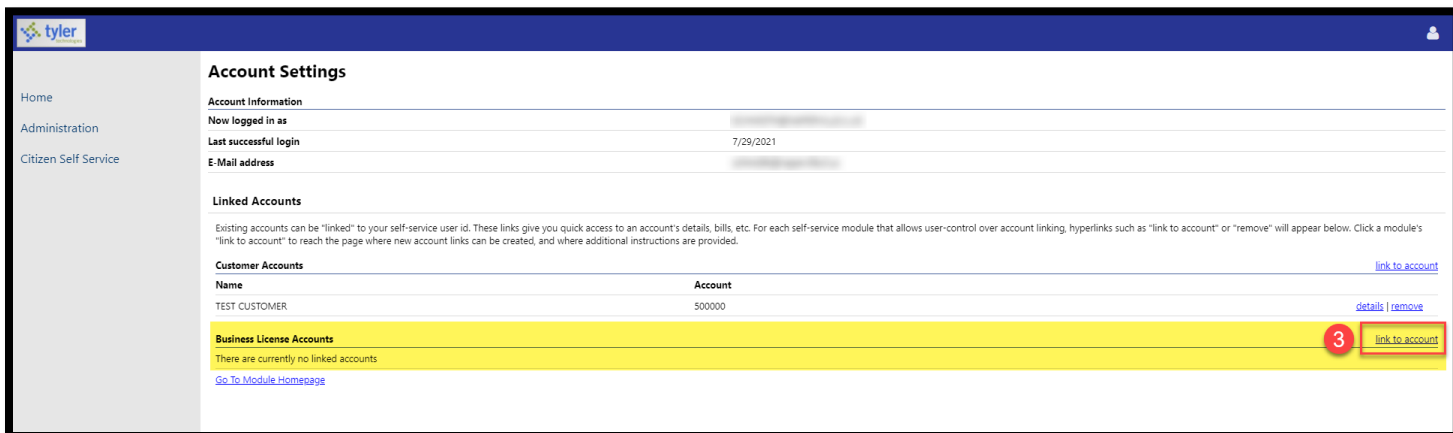
Profile Information

TEST CUSTOMER [View profile](#)

723 MAIN ST

Home
My Account
Log Out

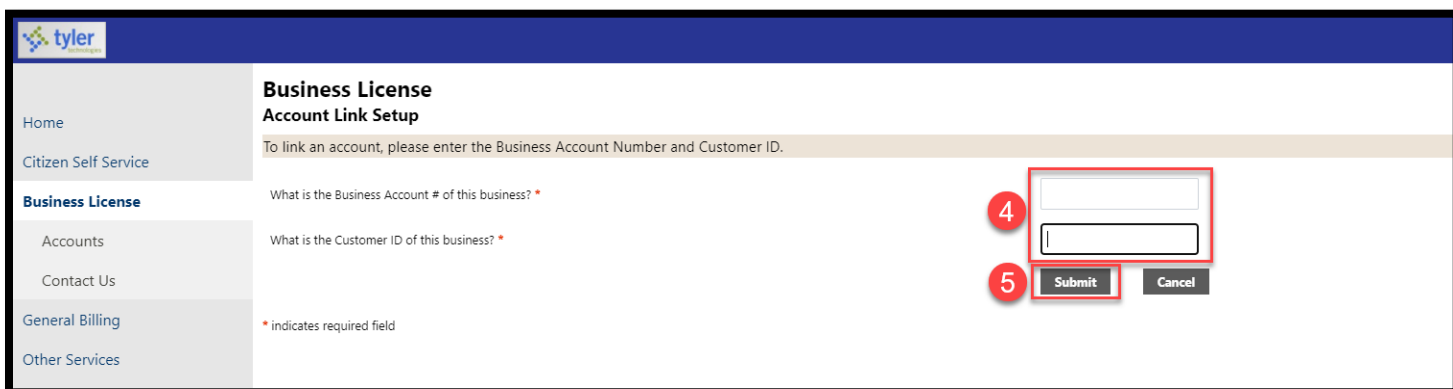
3 Click the blue **Link to Account** link in the Business License Accounts section.



4 Enter the following information:

- **Business Account Number:** Call (630) 420-6106 to obtain the business account number.
- **Customer ID:** If you do not remember your Customer ID, call (630) 420-6106 to obtain the Customer ID.

5 Click the **Submit** button.



6 If you have entered the correct information, the account will be added under the **Customer Accounts** section. If you would like to add another account number, repeat Steps 3-5.

