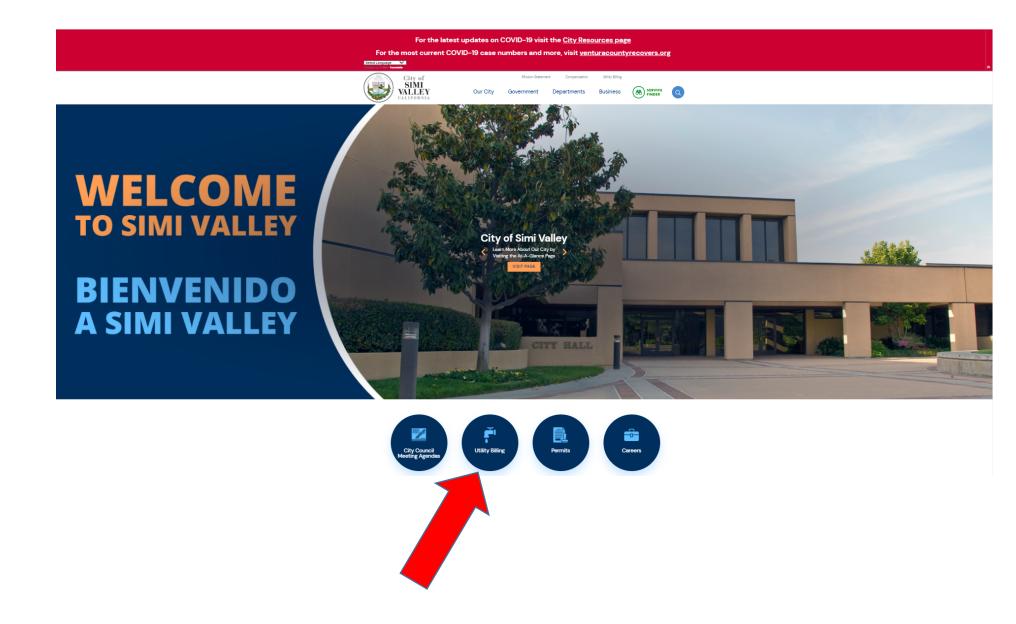
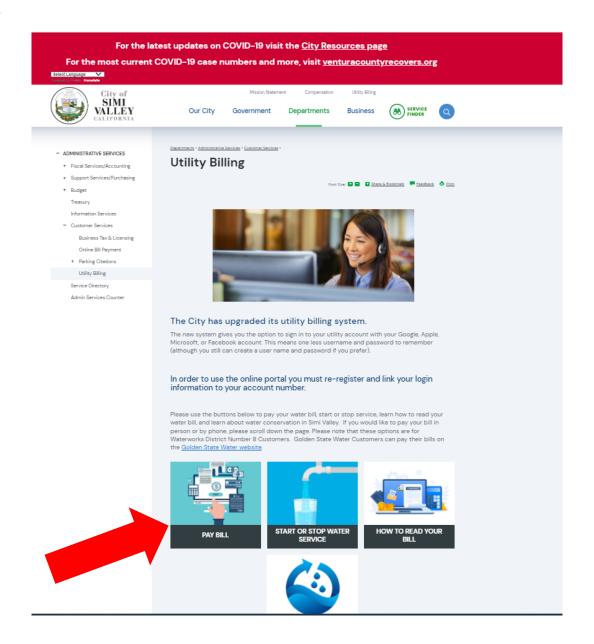
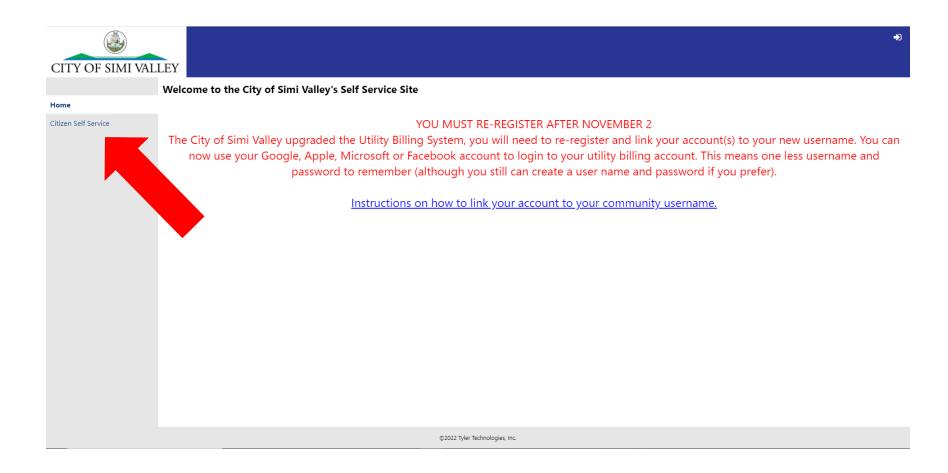
Navigate to simivalley.org and Click on "Utility Billing" link underneath picture.



Click on "Pay Bill" icon.



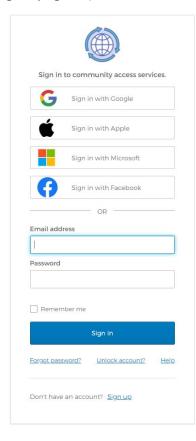
Click on "Citizen Self Service" on the left hand side. (If on mobile device click "expand menu" and then "Citizen Self Service")



## **WAYS TO REGISTER**

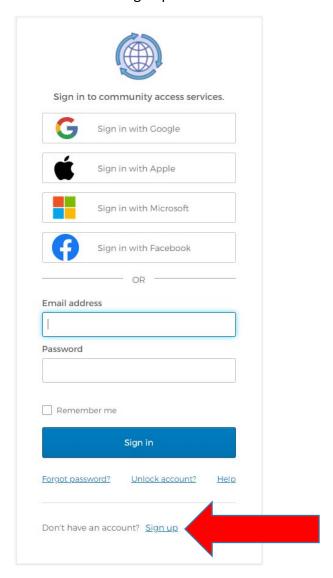
There are now two ways to login to your account:

- 1. Register directly with the City of Simi Valley with an Email and Password as if you were a new customer. (Instructions starting on page 5)
- 2. Resgister using the community access service. The community access service allows you to use your Google (Gmail), Facebook (email used to log into facebook), Apple (Apple ID email) or Microsoft (Outlook email) so you will have one less password to remember. (Instructions starting on page 14)

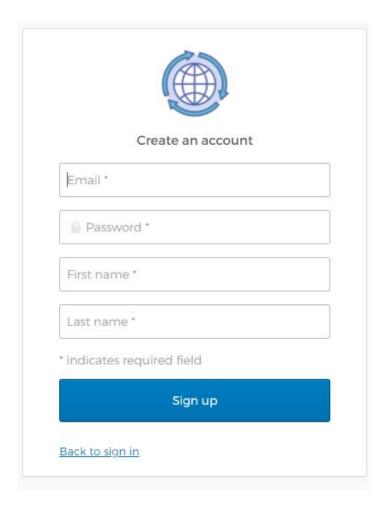


## **REGISTERING WITH AN EMAIL AND PASSWORD**

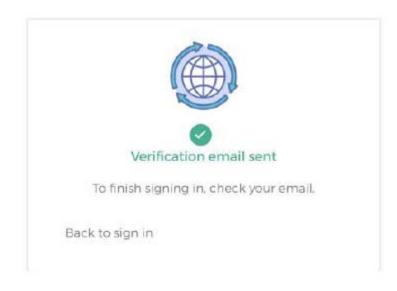
## 1. Click on "Sign up"



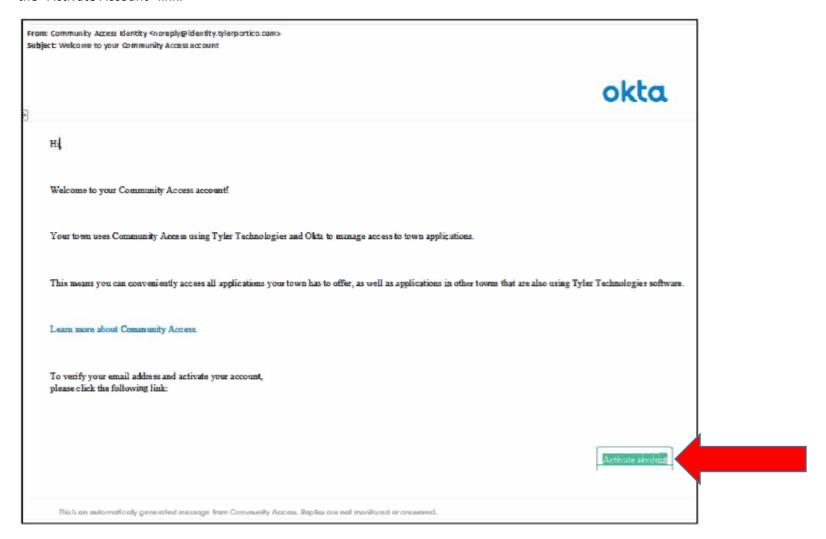
2. Enter your email address, Password you would like to use, First Name & Last name.



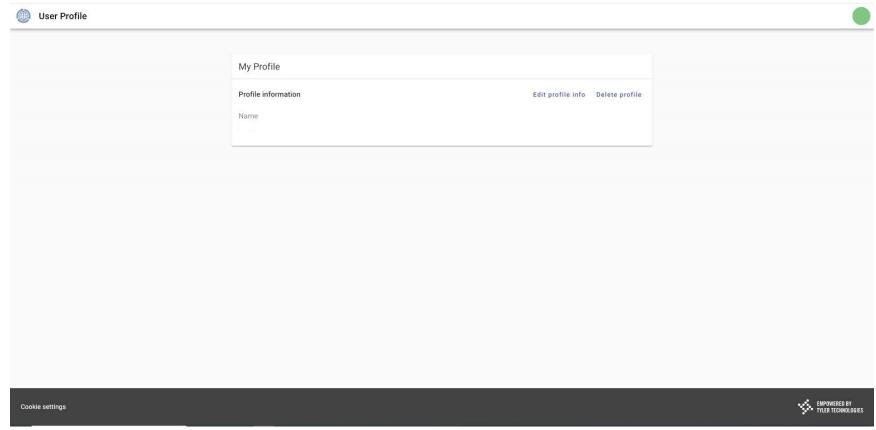
3. You will need to validate your email. Click "Back to sign in" before going to your email.

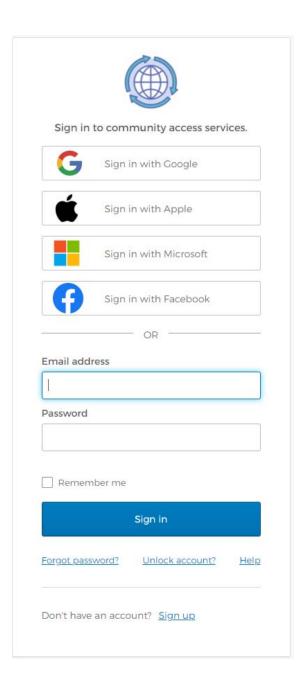


4. Verification email will be from "Community Access Identity noreply@identity.tylerportico.com, and may have "Okta" in the header. Click on the "Activate Account" link.



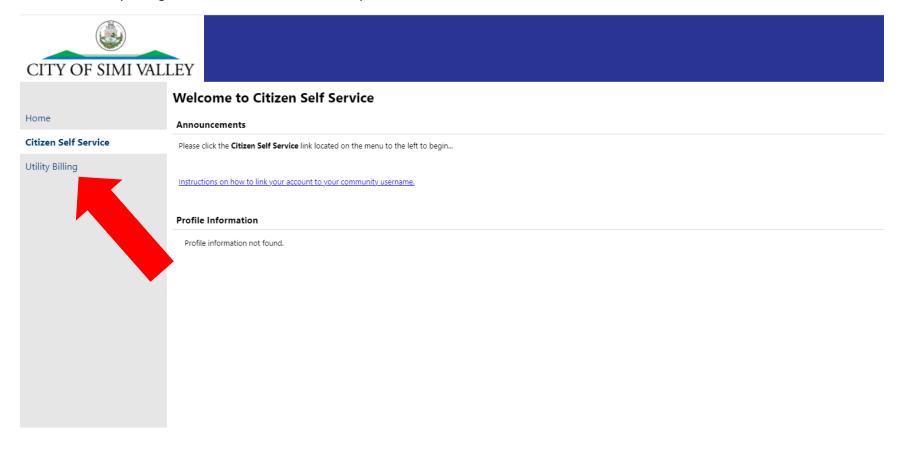
5. You may be redirected to the "User Profile" page. If you are redirected close this window and return to login page.



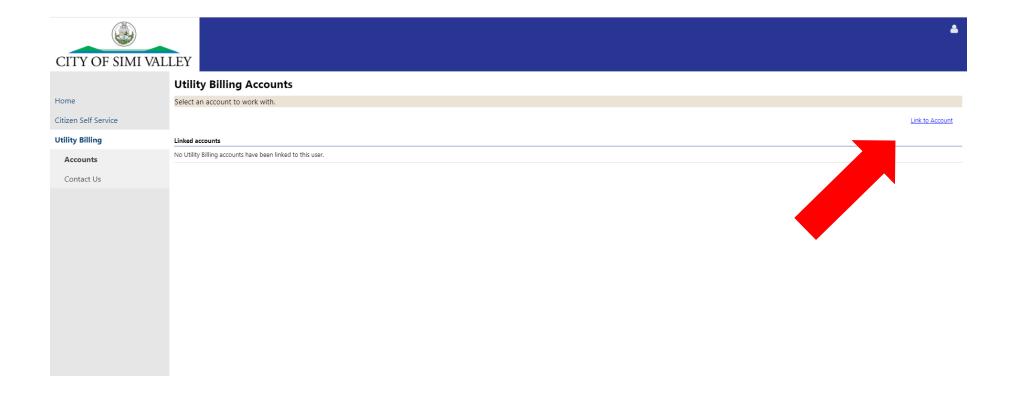


6. Enter in your email address and password and click "sign in".

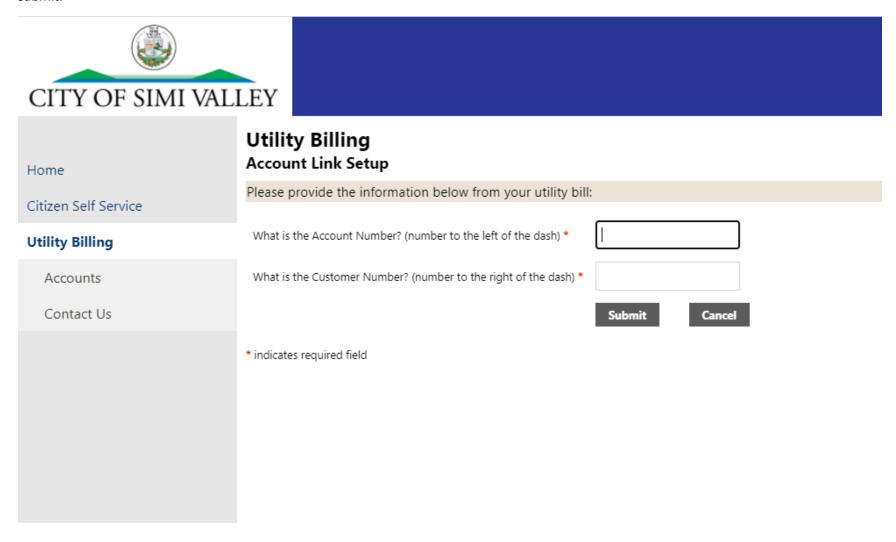
7. Click on "Utility Billing" on the left hand side to access your account.



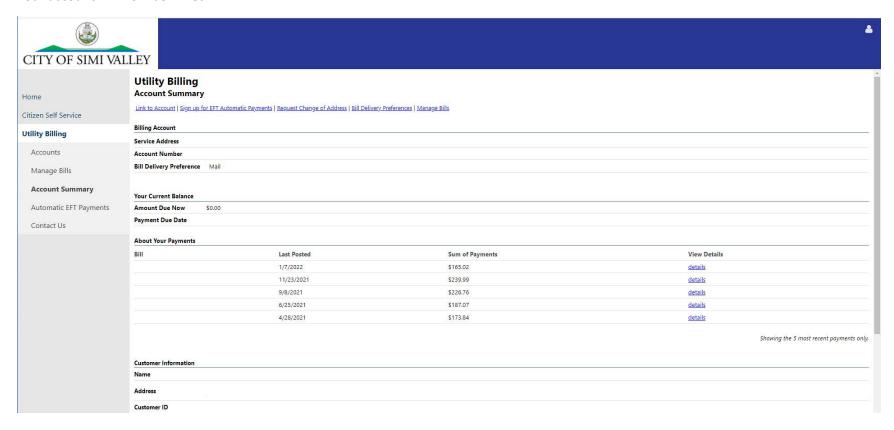
If your account information did not populate click the "Link to Account" on the right hand side.



Enter your account number and customer number found on your bill (Both numbers are listed under "Account Number"). Once entered click submit.



Your account will now be linked.

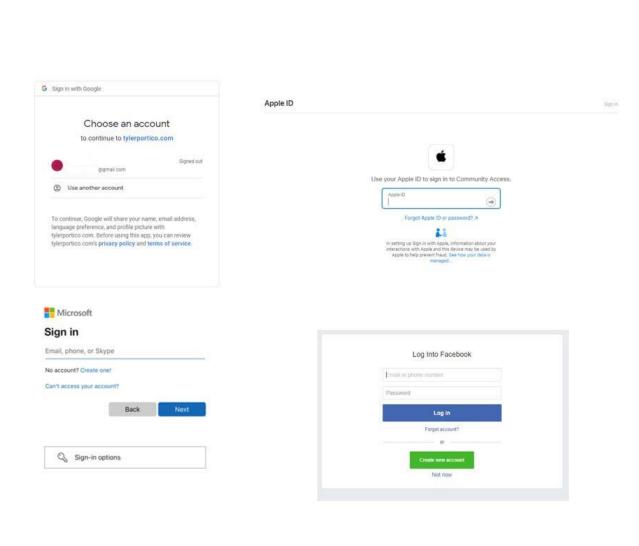


This ends the registering process for using an email and password.

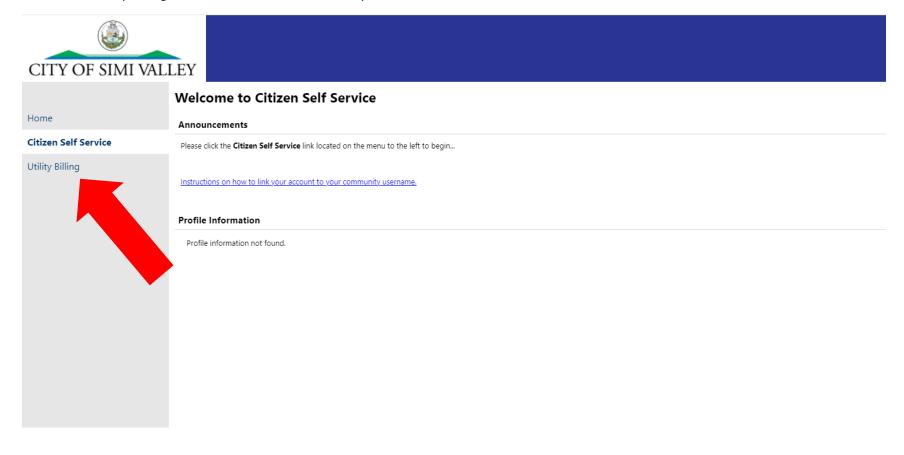
## **REGISTERING WITH COMMUNITY ACCESS SERVICES**

1. Click on the "sign in with" you would like to use.

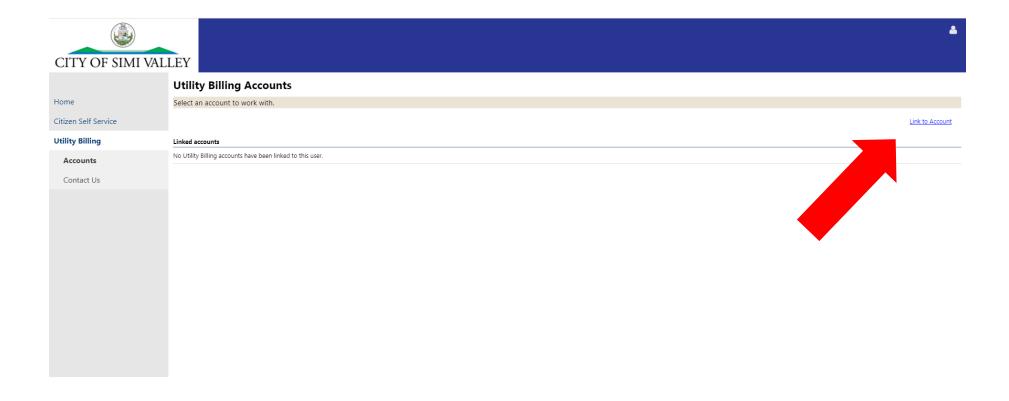




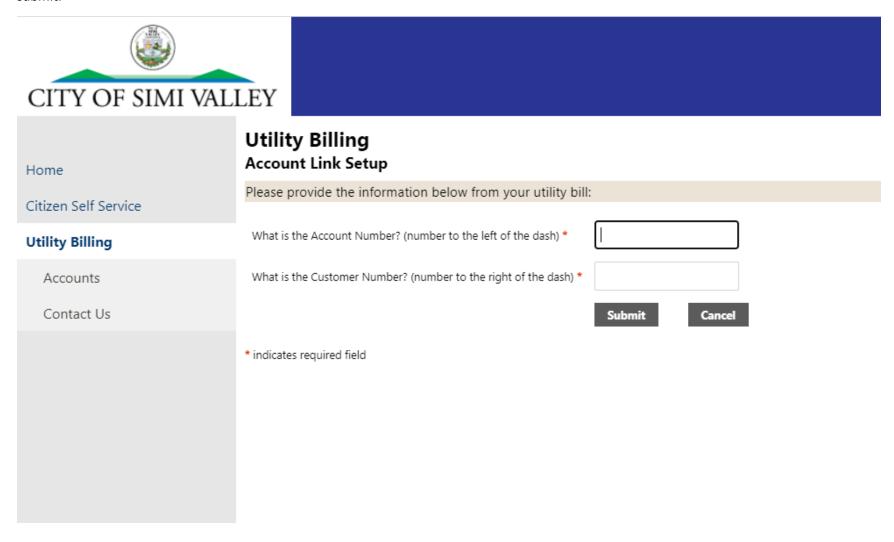
2. Click on "Utility Billing" on the left hand side to access your account.



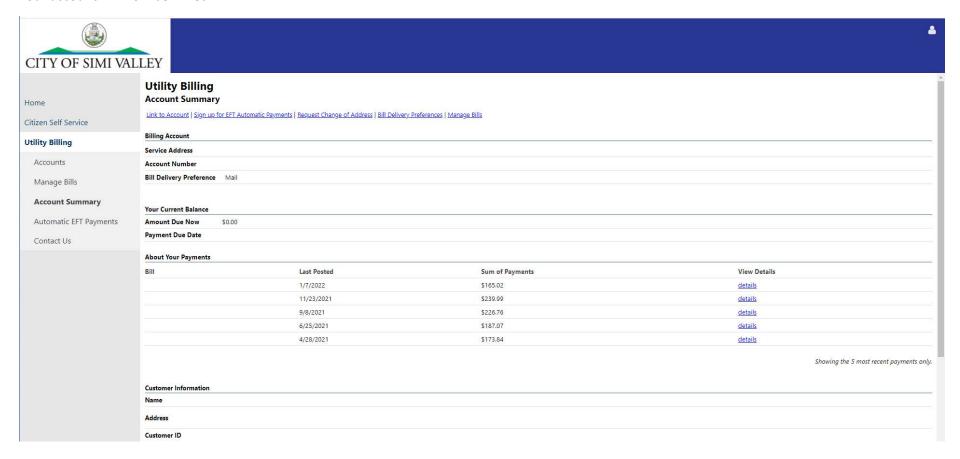
If your account information did not populate click the "Link to Account" on the right hand side.



Enter your account number and customer number found on your bill (Both numbers are listed under "Account Number"). Once entered click submit.



Your account will now be linked.



This ends the registering process for using Community Access.