


# Boulder City: Online Bill Pay Guide

City of Boulder City has an online bill pay service called Citizen Self Service. Create a username and password, link to your account(s) and view all bills. This guide is intended to help you setup and access your account.

- Step 1: Type the following web address into your internet browser:  
<https://bouldercity.munisselfservice.com/>
- Step 2: Select **Citizen Self Service** (right hand side of page).
- Step 3: Returning Customers Login. Enter your username and password and **Log in**. *(If you have forgotten your username or password select **Forgot your username?** Or **Forgot your password?**)*
- Step 4: New Customers. **Register** to create an account. Complete Self-Registration page and select **Save**. On the following screen select **Citizen Self Service Home Page**.
- Step 5: Select **General Billing** (right side of the screen).
- Step 6: Select **Link to Account** (if you already have linked your account skip to Step 7).
- Step 7: Enter your Customer ID and Name as it appears on your bill and **Submit**. After you **Submit** you will return to your Linked Accounts page.
- Step 8: Select **Manage Bills** to view bills. On the following screen select **Detail** to view bill detail and select **Add to Cart**.
- Step 9: Checking Out. Select **My Cart**  (upper right hand corner) and select **Checkout**.
- Step 10: Complete the Payment and Billing Information and **Pay Now**.

Online Bill Pay is complete.  
Online Bill Pay is available 24/7 for you to pay your bill.