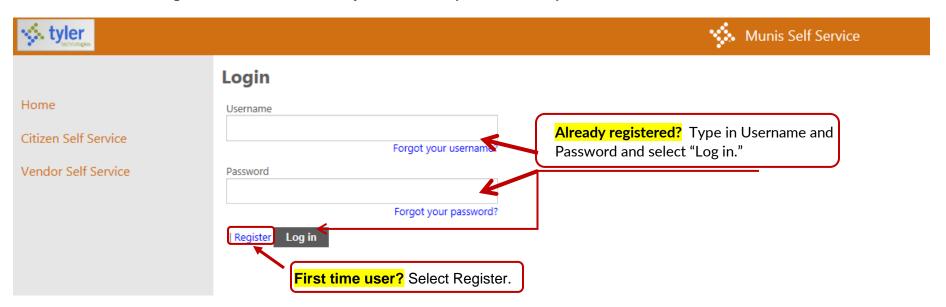


#### **BUSINESS REGISTRATIONS AND PERMITS**

#### REGISTERING FOR CUSTOMER SELF-SERVE AND ONLINE BILL PAYMENT

- STEP 1: To access your Business Registration Account, visit <a href="https://selfservice.goodyearaz.gov/MSS/default.aspx">https://selfservice.goodyearaz.gov/MSS/default.aspx</a>
- STEP 2: From the Home screen, select the Citizen Self Service link.
- STEP 3: If you are a first time user to Citizen Self Serve, select "Register." Individuals who have already registered on this site for either their business registration account or utility account can proceed to step 5.





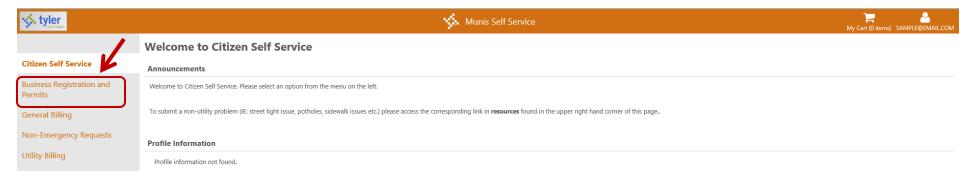
STEP 4: Registering for a Citizen Self Serve Account, fill in all the required fields \*, enter validation numbers, then select Save. Information is case sensative

		Self-Registration	
	Home	*User ID (between 1 and 100 characters)	
	Citizen Self Service	*Re-type user ID	
		*Password (between 8 and 15 characters)	
		*Re-type password	
		*Password hint	
	l	*Email address	
all	you are a 1 <sup>st</sup> time user you won of the blank boxes noted with the validation numbers	Enter these validation numbers into the box below them	
Or	nce completed click on save		Save



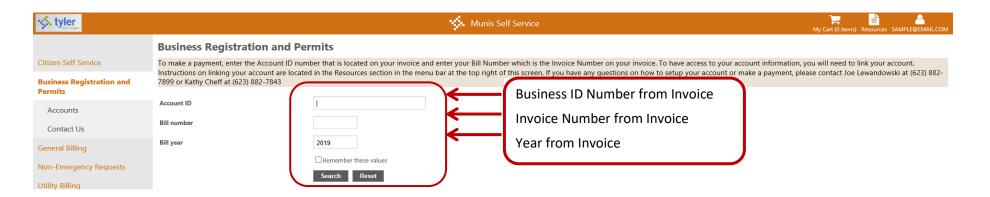
Once you have registered or logged in, the Announcements page will appear.

### STEP 5: Select Business Registration and Permits from the menu on the left.



#### STEP 6:

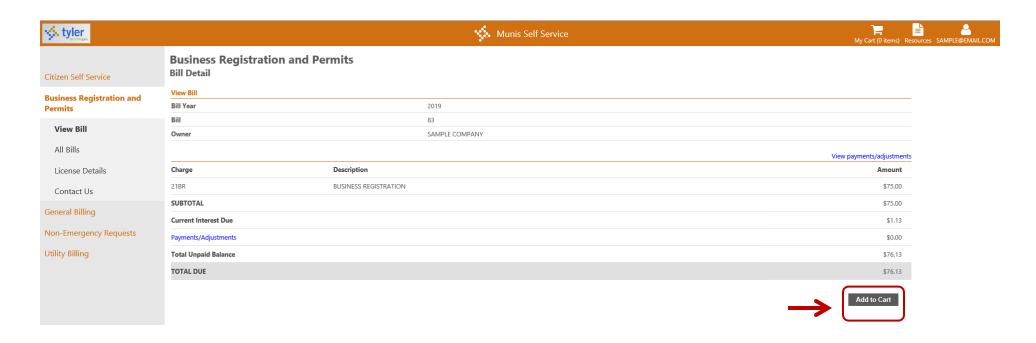
- A) Enter your Account Number which is your Business ID located on your invoice.
- B) Enter the Bill Number which is the invoice number on your invoice and the bill year.
- C) Bill year is populated to the current bill year. If your invoice has a different bill year, enter the year on your invoice.





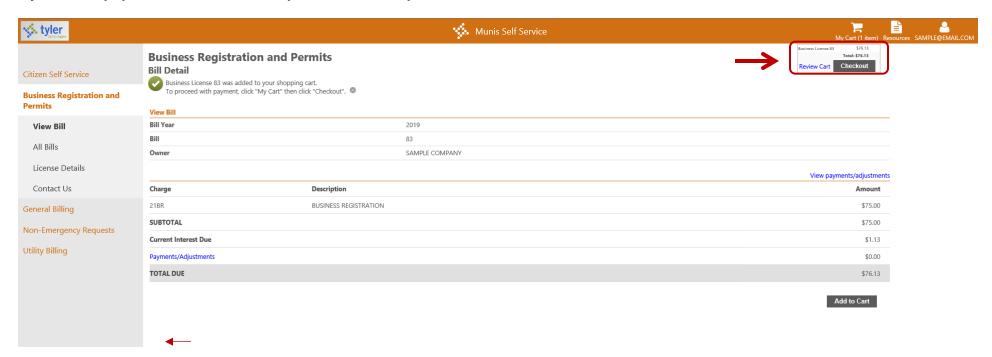
## **STEP 10**: Making a payment

## A) Select Add to Cart

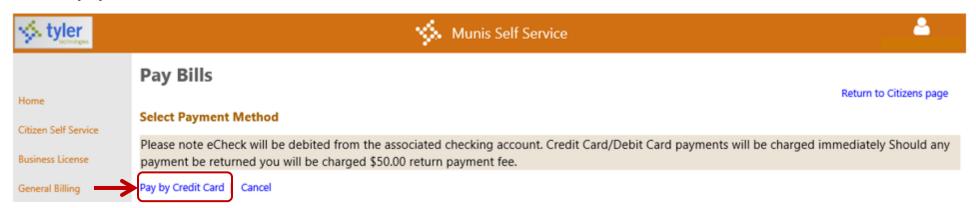




### My Cart will populate an automatic dropdown with the option to Review Cart or Checkout



### **Select Pay by Credit Card**





STEP 12: Once the subtotal amount has been confirmed, select Continue

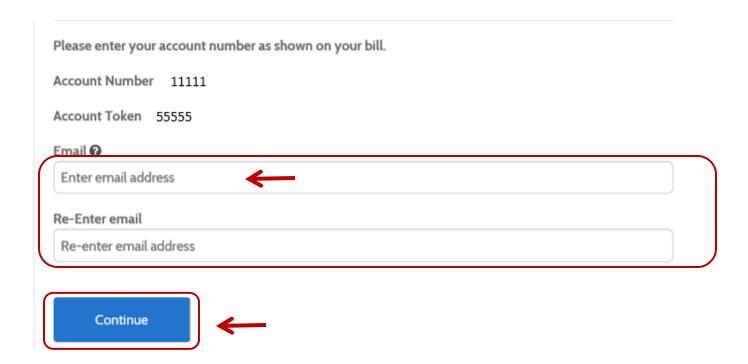
	Pay Bills									
Home	Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount		
Citizen Self Service	Utilities	2019	11/12/2018	17174	11/13/2018	\$78.95	\$78.95	\$ 78.95		
Business License General Billing	Utilities	2019	11/15/2018	17897	11/16/2018	\$59.89	\$59.89	\$ 59.89		
Non-Emergency Requests							CALCULATE SUE	STOTAL \$ 138.84		
Utility Billing								ontinue Cance		

**STEP 13**: Select Business Registration





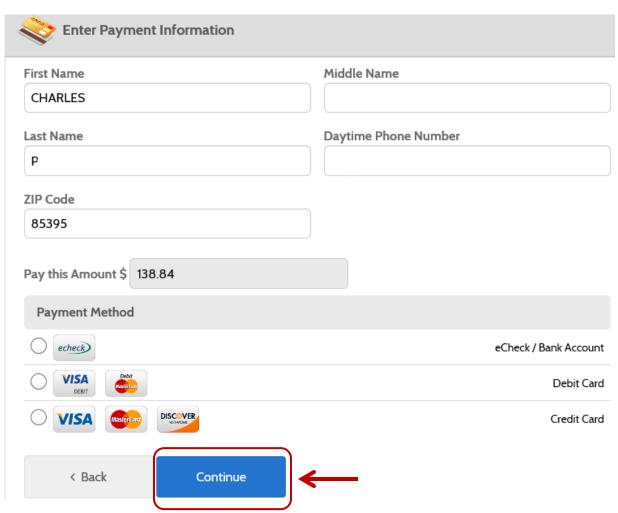
# **STEP 14**: Enter email address, then select Continue





#### **STEP 14:** Select E-Check/Debit/Credit:

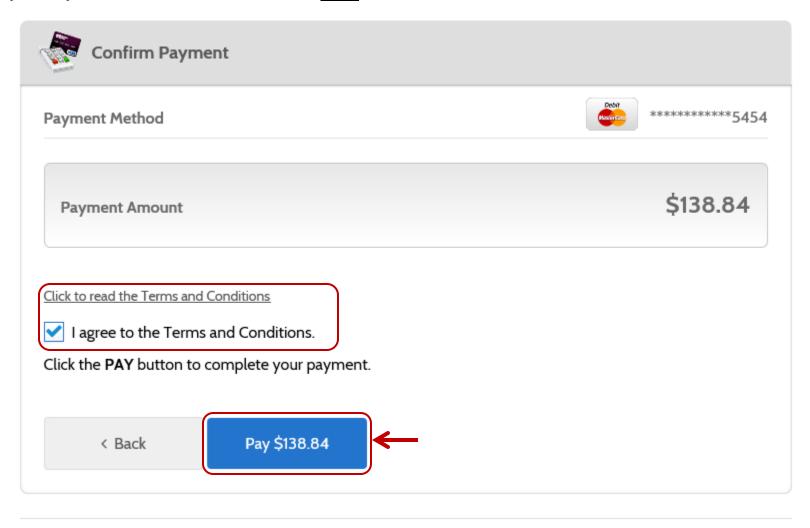
- A) Enter Payment Information and select a Payment Method
- **B) Select Continue**





#### **STEP 15**: Confirm Payment

- A) Review Terms and Conditions and Check the Terms and Conditions box.
- B) Verify the Payment Amount is correct and Select Pay \$





# **STEP 16**: Confirmation of Payment (automatically emailed)

A) You can opt to Print your Confirmation or Select the Back to Home

