



## BUSINESS REGISTRATIONS AND PERMITS

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

**STEP 1:** To access your Business Registration Account, visit <https://selfservice.goodyearaz.gov/MSS/default.aspx>

**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.

The screenshot shows the login interface for the City of Goodyear's self-service portal. The page features a navigation menu on the left with links for Home, Citizen Self Service, and Vendor Self Service. The main content area is titled "Login" and contains two input fields: "Username" and "Password". Below the "Username" field is a link for "Forgot your username?", and below the "Password" field is a link for "Forgot your password?". At the bottom of the login form are two buttons: "Register" and "Log in".

Annotations on the screenshot include:

- A red box around the "Register" button with the text: **First time user?** Select Register.
- A red box around the "Log in" button with the text: **Already registered?** Type in Username and Password and select "Log in."
- Red arrows point from the "Log in" box to the "Username" and "Password" input fields.



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

Home  
Citizen Self Service

### Self-Registration

- \*User ID  
(between 1 and 100 characters)
- \*Re-type user ID
- \*Password  
(between 8 and 15 characters)
- \*Re-type password
- \*Password hint
- \*Email address

If you are a 1<sup>st</sup> time user you will need to fill out all of the blank boxes noted with a \* and then type in the validation numbers in the box.

Once completed click on save

Enter these validation numbers into the box below them





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.**

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Munis Self Service  
My Cart (0 items) SAMPLE@EMAIL.COM

**Welcome to Citizen Self Service**

**Citizen Self Service**

- Business Registration and Permits**
- General Billing
- Non-Emergency Requests
- Utility Billing

**Announcements**

Welcome to Citizen Self Service. Please select an option from the menu on the left.

To submit a non-utility problem (IE: street light issue, potholes, sidewalk issues etc.) please access the corresponding link in **resources** found in the upper right hand corner of this page.

**Profile Information**

Profile information not found.

**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.

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My Cart (0 items) Resources SAMPLE@EMAIL.COM

**Business Registration and Permits**

To make a payment, enter the Account ID number that is located on your invoice and enter your Bill Number which is the Invoice Number on your invoice. To have access to your account information, you will need to link your account. Instructions on linking your account are located in the Resources section in the menu bar at the top right of this screen. If you have any questions on how to setup your account or make a payment, please contact Joe Lewandowski at (623) 882-7899 or Kathy Cheff at (623) 882-7843

**Account ID**

**Bill number**

**Bill year**

2019

Remember these values

Search Reset

Business ID Number from Invoice  
Invoice Number from Invoice  
Year from Invoice



## STEP 10: Making a payment

### A) Select Add to Cart

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Citizen Self Service

**Business Registration and Permits**

**Bill Detail**

[View Bill](#)

Bill Year	2019
Bill	83
Owner	SAMPLE COMPANY

[View payments/adjustments](#)

Charge	Description	Amount
21BR	BUSINESS REGISTRATION	\$75.00
<b>SUBTOTAL</b>		\$75.00
<b>Current Interest Due</b>		\$1.13
<a href="#">Payments/Adjustments</a>		\$0.00
<b>Total Unpaid Balance</b>		\$76.13
<b>TOTAL DUE</b>		\$76.13

[Add to Cart](#)



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

tyler technologies Munis Self Service My Cart (1 item) Resources SAMPLE@EMAIL.COM

**Business Registration and Permits**

**Bill Detail**

Business License 83 was added to your shopping cart. To proceed with payment, click "My Cart" then click "Checkout".

**View Bill**

Bill Year	2019
Bill	83
Owner	SAMPLE COMPANY

[View payments/adjustments](#)

Charge	Description	Amount
21BR	BUSINESS REGISTRATION	\$75.00
<b>SUBTOTAL</b>		\$75.00
<b>Current Interest Due</b>		\$1.13
<a href="#">Payments/Adjustments</a>		\$0.00
<b>TOTAL DUE</b>		\$76.13

[Add to Cart](#)

Business License 83 \$76.13  
Total: \$76.13  
[Review Cart](#) [Checkout](#)

## Select Pay by Credit Card

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**Pay Bills**

[Return to Citizens page](#)

**Select Payment Method**

Please note eCheck will be debited from the associated checking account. Credit Card/Debit Card payments will be charged immediately Should any payment be returned you will be charged \$50.00 return payment fee.

[Pay by Credit Card](#) [Cancel](#)



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

**Pay Bills**

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2019	11/12/2018	17174	11/13/2018	\$78.95	\$78.95	\$ 78.95
Utilities	2019	11/15/2018	17897	11/16/2018	\$59.89	\$59.89	\$ 59.89

CALCULATE SUBTOTAL \$ 138.84

**Continue** **Cancel**

**STEP 13:** Select Business Registration

**Enter Account Information**

Payment Type

- Utility Bill
- General Billing
- Business Registration



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

Please enter your account number as shown on your bill.

Account Number 11111

Account Token 55555

Email 

Enter email address



Re-Enter email

Re-enter email address

Continue





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

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

 **Enter Payment Information**

First Name	Middle Name
<input type="text" value="CHARLES"/>	<input type="text"/>
Last Name	Daytime Phone Number
<input type="text" value="P"/>	<input type="text"/>
ZIP Code	
<input type="text" value="85395"/>	

Pay this Amount \$

**Payment Method**

<input type="radio"/>		eCheck / Bank Account
<input type="radio"/>		Debit Card
<input type="radio"/>		Credit Card





**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 \$

 **Confirm Payment**

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Payment Method  \*\*\*\*\*5454

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Payment Amount **\$138.84**

[Click to read the Terms and Conditions](#)

I agree to the Terms and Conditions.

Click the **PAY** button to complete your payment.

[< Back](#) **Pay \$138.84**



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

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

 **Payment Receipt**

**Your payment has been accepted.**

Confirmation #	53616457
Payment Type	Utility Bill
Account #	
Status	ACCEPTED
Payment Date	Nov 19, 2018 – 4:22:25 PM
Payment Method	MasterCard (Debit) *****5454
Payment Amount	\$138.84

 [Print](#) [Back to home](#)