City Hall Systems
Getting Started on ePayment Site

There are many benefits from signing up for an account on the City Hall System online epayment site. If you have an account, you can request to receive emails alerting you to new bills, schedule payments, automatically pay bills and more.

Signing up for an Account with City Hall Systems

1. Go to https://epay.cityhallsystems.com/
2. Click on Sign up (in the upper right hand corner).
3. Complete the fields as requested.
4. Then click on the "Sign up" button.
5. A confirmation page will appear indicating that your registration has been accepted and that an email has been sent to you. The email will contain a link you must click on to activate your account.
6. The last step to activating your account is to open the email you received from us and click on the link contained in the email. That will bring you to the City Hall Systems ePayment site. This will complete the process for creating an account.

Logging into your Account

1. Go to https://epay.cityhallsystems.com/
2. Log into your account by clicking the "Log In" button and entering your user name and password, and clicking the "Login" button. This will bring you to the Main Page.
3. On the Main Page, you may enter your Account by clicking on "My Account" in the upper right of the Main Page, or by selecting one of the listed items under "Personal Account Benefits" at the bottom left of the Main Page.

Adding Bills to your Account

1. Log into your account.
2. On the Main Page, click on the "My eBilling" icon, in the lower left hand corner. Here will be listed the bills that have been added to your account. Note that any bill you pay while logged into your account will automatically be added to your account.
3. Bills can be added to your account by clicking the "Find Your Bills" button located under the "My eBilling Selections" heading. This will bring you to the Main Page.
4. On the Main Page, select your municipality (bottom right corner), and "Click here to VIEW or PAY your bills" button. This will bring you to the Bill Search Page.
5. On the Bill Search Page, use the drop down arrow in the "Select the type of Bill" field, and choose the type of bill you want to add.
6. Once you've chosen the type of bill you want to add, fill in the required search field (this changes depending on what bill you're looking up) and click "Then click here to search" button.
7. The search results should list the bill you are looking to add. Once you pull up the bill you want to add, click on "Make this bill available for eBilling or AutoPay?". A confirmation message pops up, click "Ok" to confirm that this is the bill that you want to add to your account. The bill will now be added to your account.

Signing up for eBilling

1. Log into your account.
2. On the Main Page, click on the "My eBilling" icon, in the lower left hand corner. Here will be listed the bills that have been added to your account.
3. There are 3 Billing Methods available for each bill: Paper (paper bill mailed by Municipality), eNotice (paper bill and email notice) and eBilling (if approved by Municipality, only an email, no paper bill). Emails will contain summary of bills information and a link to view the bill on the ePayment website. The bills are defaulted to "Paper" Billing Method. In order to change the Billing Method for any bill, click on the empty "Circle" Selector in front of the Billing Method. Click the "Save Changes" button to save changes.
4. Billing Methods can be changed whenever desired.

Add a Payment Method

1. Log into your account.
2. On the Main Page, click on "My Wallet Storage" icon in lower left hand corner.
3. By clicking "Add eCheck" or "Add Credit Card" buttons, completing all required fields and saving information by clicking "Add eCheck" or "Add Credit Card", as applicable.

Signing up for AutoPay

1. Log into your account.
2. On the Main Page, click on "My AutoPay" icon in lower left hand corner.
3. Note that you will need to have already added your desired payment method into the account (see above).
4. Under the "My Automatic Payments" header will be listed the bills in your account. If you need to add a bill to your account, see above.
5. To set a bill to automatic payment, simply select a "AutoPay Method" from the list of your entered Payment Methods (i.e. checking, savings or credit card) and click "Save Changes" button.
6. Each time the municipality issues a new bill, you will receive an email that the autopay has scheduled a payment. When the autopayment is made, you will receive another email indicating payment has been made. Note that autopayments are processed 5 business days before the stated due date of the bill.

Check a Scheduled Payment

1. Log into your account.
2. On the Main Page, click on "My Payments" icon in lower left hand corner.
3. Under the "My Scheduled Payments" header, any scheduled payment for a bill in your account will be listed.
4. There are 2 ways that a payment can be scheduled. First, the system will schedule the payment through AutoPay, or you can schedule future payments on a bill from payment screen when processing a payment.
5. If you need to cancel a scheduled payment, simply click the "X" under the Delete Column.