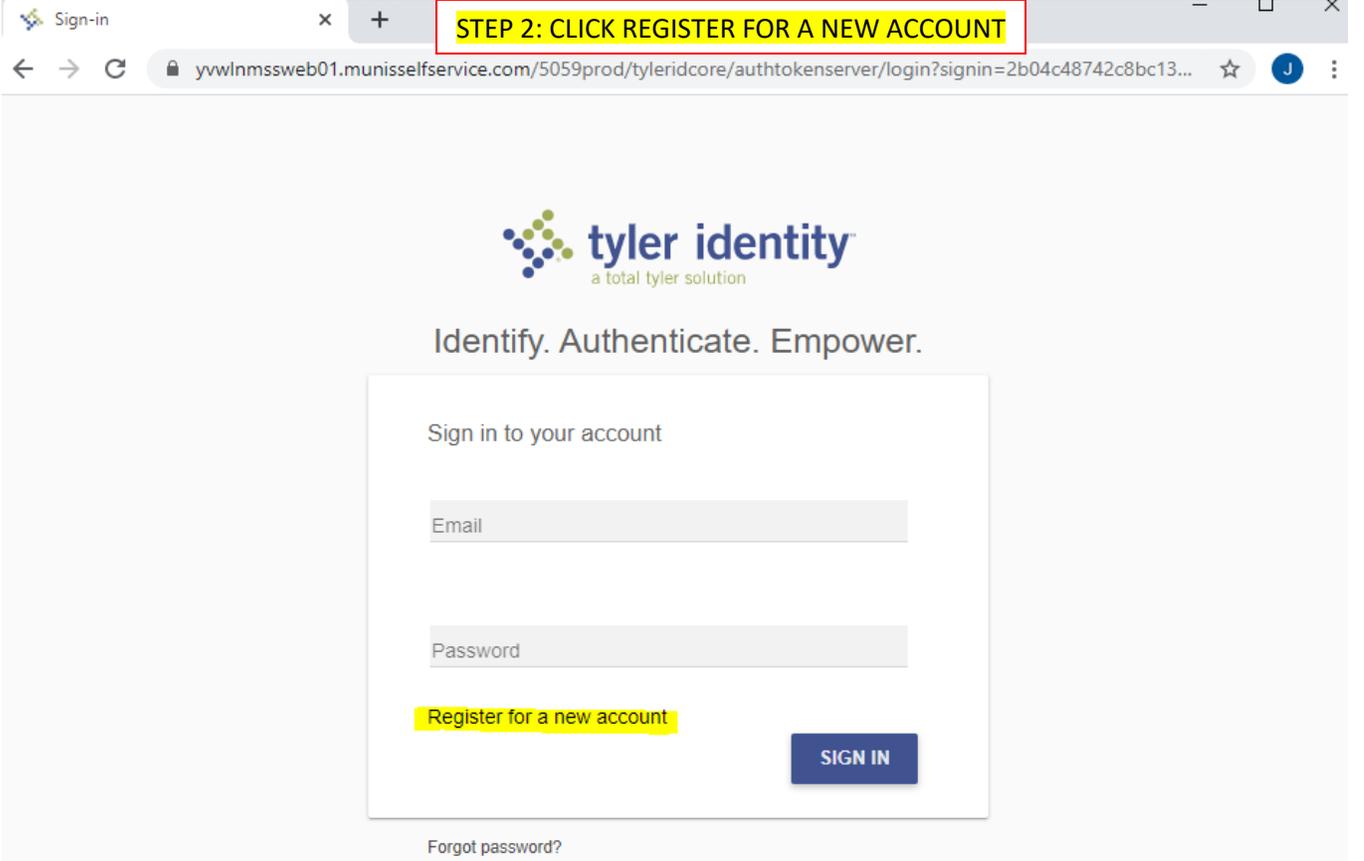
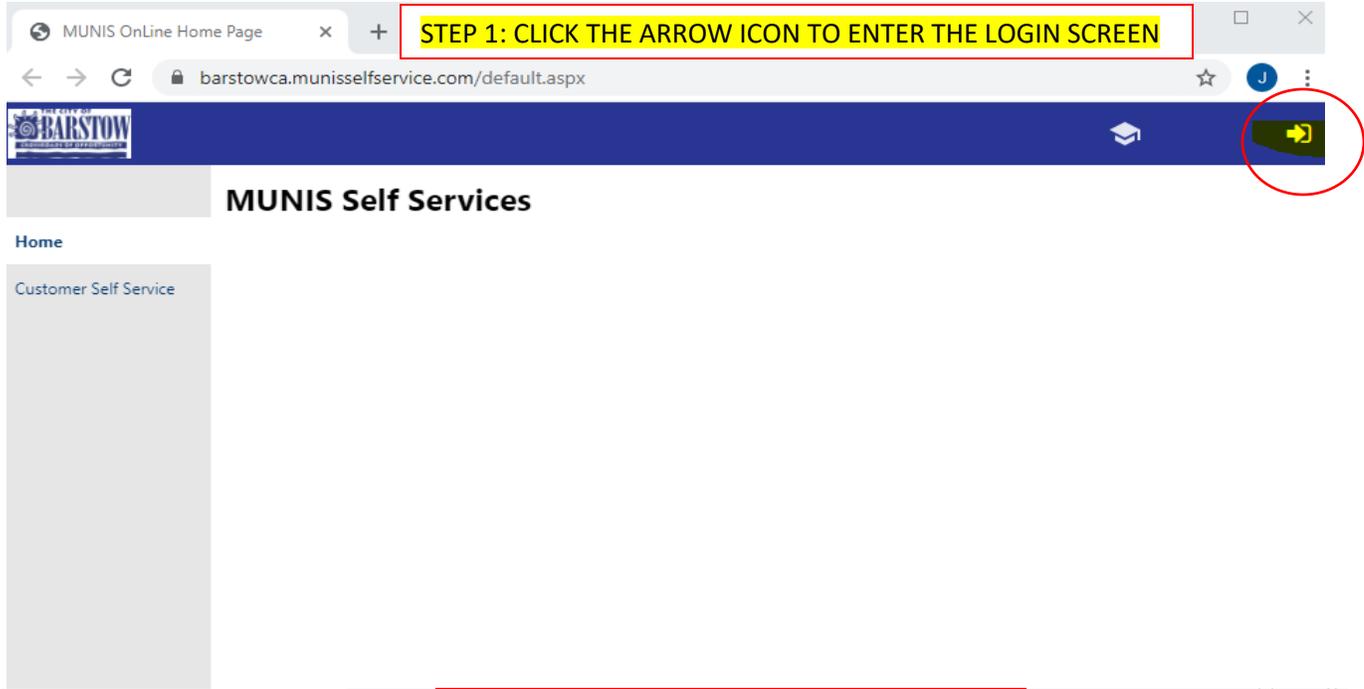


The City of Barstow is now offering the option to pay your trash & sewer bill online! We've put together some step-by-step instructions to help you navigate our new web portal. Click the following link OR enter url <https://barstowca.munisselfservice.com> directly into your web browser to be taken to the Munis Online Home Page:

**PART 1: REGISTER FOR THE PORTAL**



User Self-service x **STEP 3: ENTER YOUR EMAIL, NAME, PASSWORD & CLICK REGISTER**

ywlnmssweb01.munisselfservice.com/5059prod/tyleridcore/userprovisioning/#/register/new

User Self-Service

Register for a new account

Email \*  
[REDACTED]

First name \*  
[REDACTED]

Last name \*  
[REDACTED]

Password \*  
.....

Confirm password \*  
.....

CANCEL REGISTER

User Self-service x **STEP 4: REGISTRATION COMPLETE! NOW CHECK YOUR EMAIL**

ywlnmssweb01.munisselfservice.com/5059prod/tyleridcore/userprovisioning/#/register/complete?email=jess...

User Self-Service

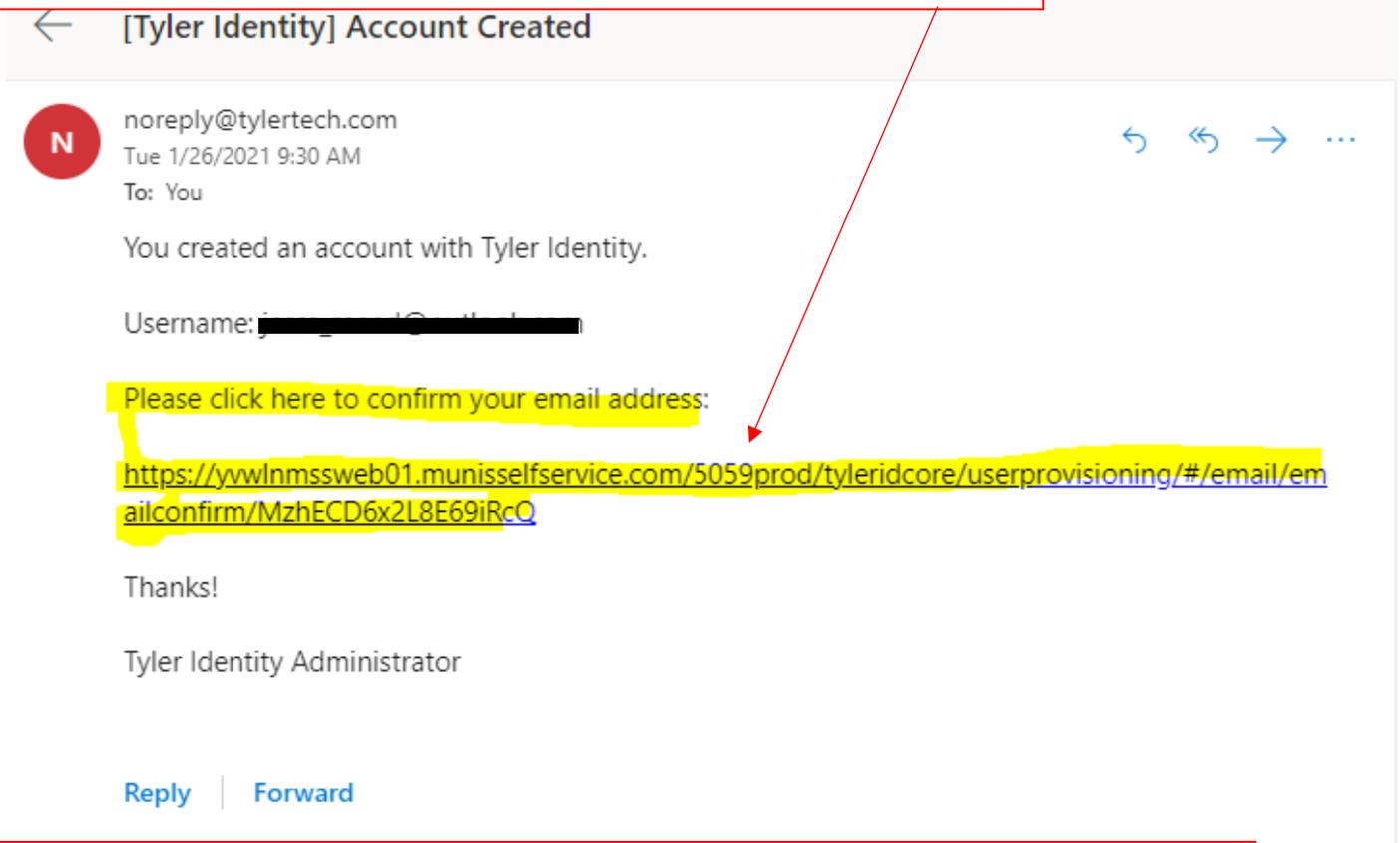
Registration complete

Congratulations! You're registered.

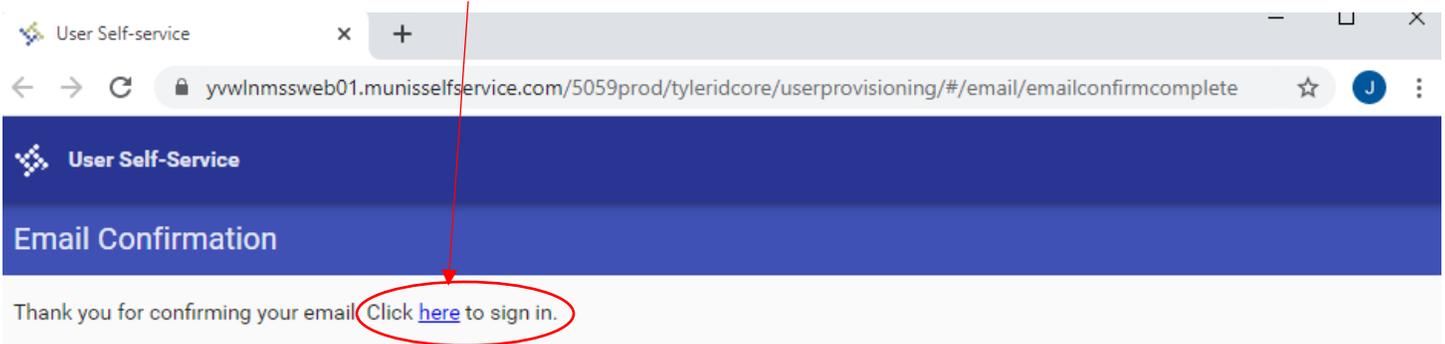
**CHECK THE EMAIL YOU REGISTERED WITH TO CONFIRM YOUR ACCOUNT**

One last step. Click the confirmation link sent to [REDACTED]

**STEP 5: THE EMAIL WILL LOOK SOMETHING LIKE THIS – CLICK THE LINK TO CONFIRM**

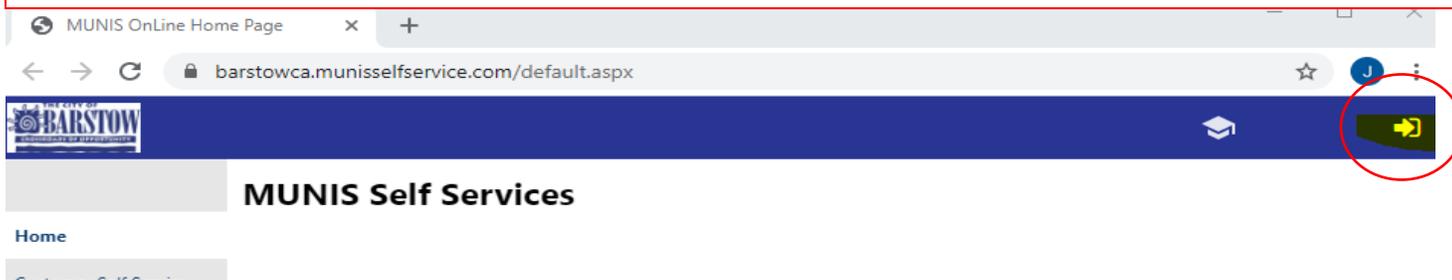


**THE LINK WILL TAKE YOU TO THIS SCREEN – CLICK THE LINK TO BE TAKEN BACK TO THE HOME PAGE**



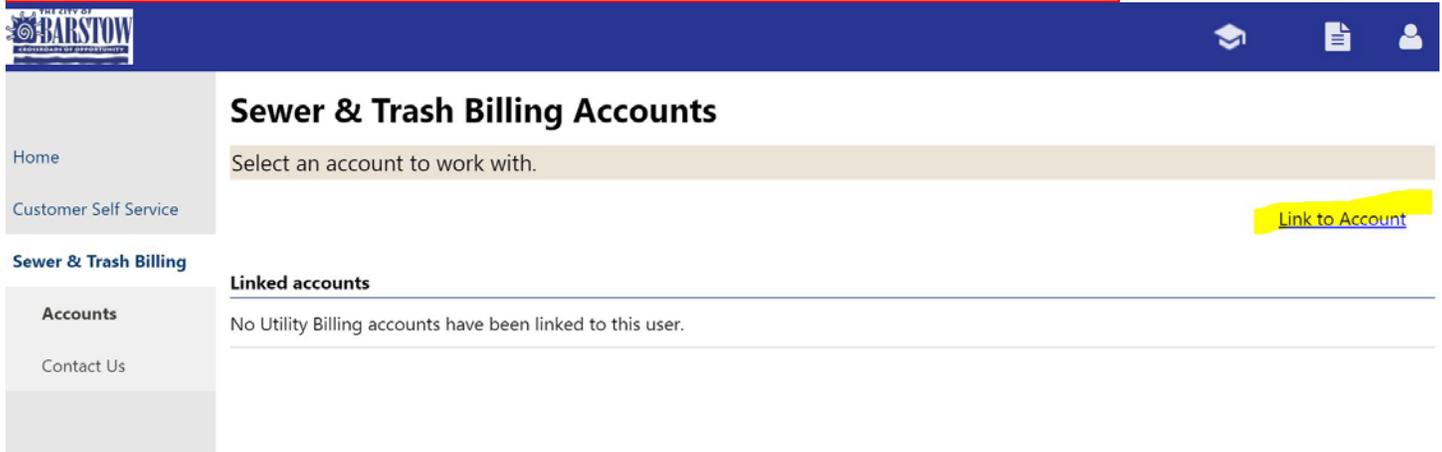
**IMPORTANT NOTE: IF YOU ARE TAKEN TO A PAGE ASKING FOR YOUR PHONE # AND AUTHENTICATION CODE TO CONFIRM YOUR ACCOUNT – DISREGARD – YOU CAN PROCEED TO THE NEXT STEP WITHOUT THAT INFORMATION**

**CLICK THE ARROW TO GO TO THE SIGN IN PAGE & SIGN IN USING THE EMAIL & PASSWORD YOU JUST REGISTERED WITH**



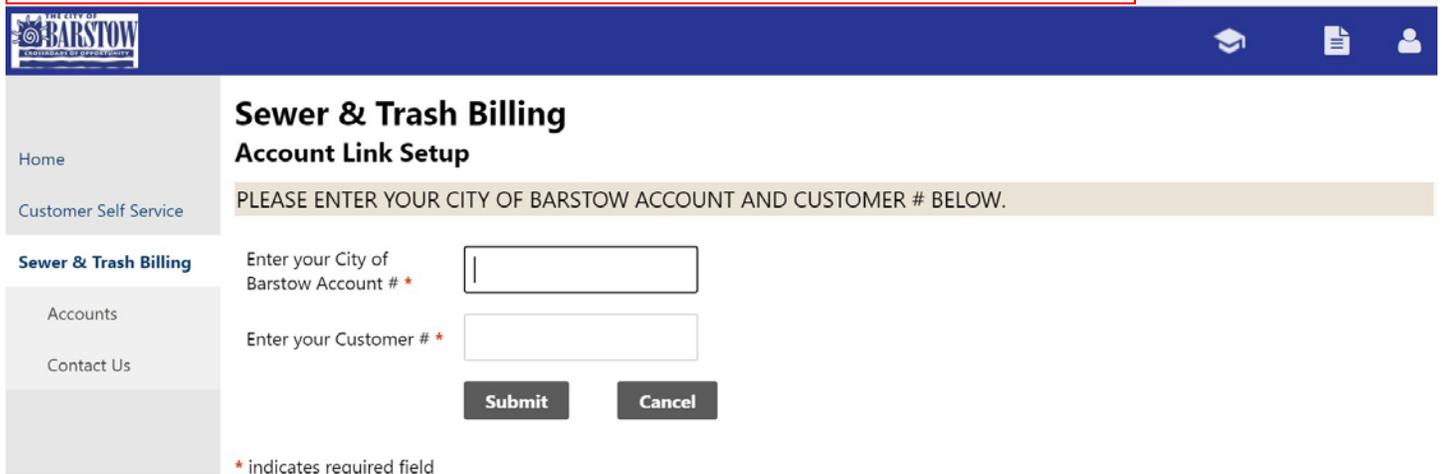
**PART 2: LINK YOUR TRASH & SEWER ACCOUNT(S)**

**STEP 1: GO TO SEWER AND TRASH BILLING IN THE LEFT MENU – CLICK LINK TO ACCOUNT**



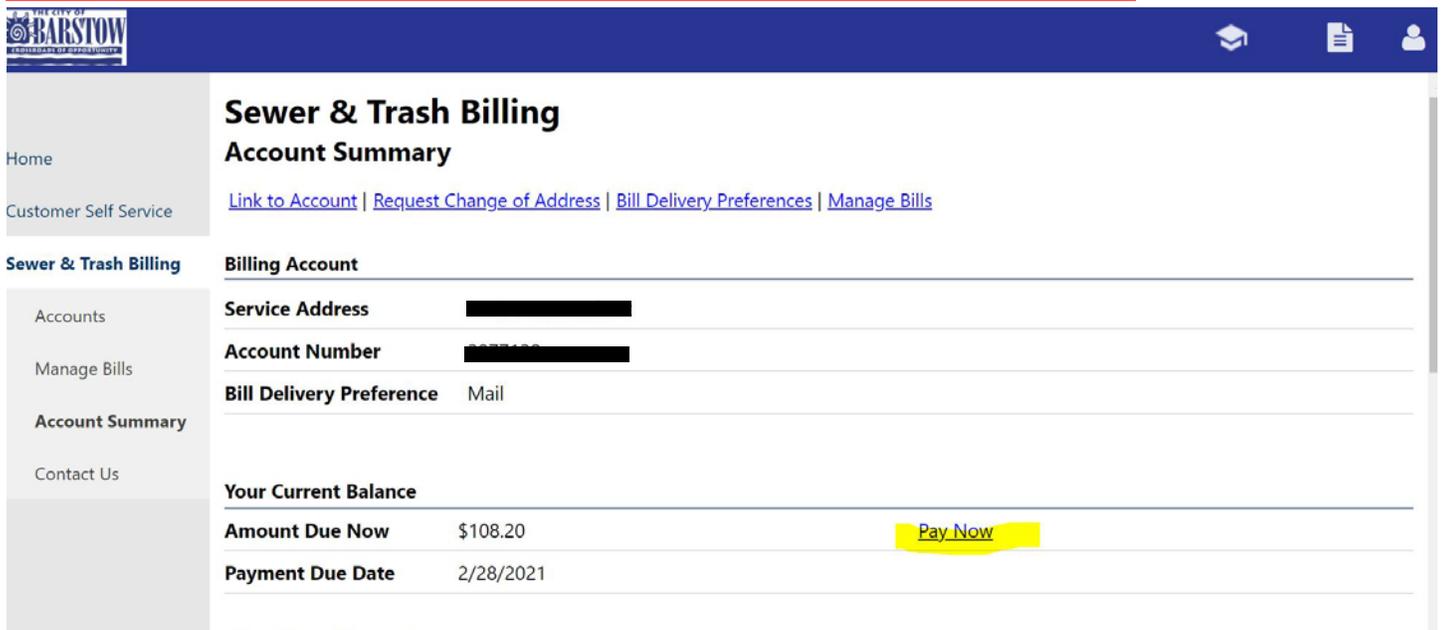
The screenshot shows the 'Sewer & Trash Billing Accounts' page. The left sidebar has 'Sewer & Trash Billing' selected, with 'Accounts' highlighted. The main content area has a heading 'Sewer & Trash Billing Accounts' and a sub-heading 'Select an account to work with.' A yellow box highlights a 'Link to Account' button in the top right corner. Below this, there is a section for 'Linked accounts' which states 'No Utility Billing accounts have been linked to this user.'

**STEP 2: ENTER YOUR ACCOUNT NUMBER AND CUSTOMER NUMBER SHOWN ON YOUR BILL**



The screenshot shows the 'Sewer & Trash Billing Account Link Setup' page. The left sidebar has 'Sewer & Trash Billing' selected, with 'Accounts' highlighted. The main content area has a heading 'Sewer & Trash Billing Account Link Setup' and a sub-heading 'PLEASE ENTER YOUR CITY OF BARSTOW ACCOUNT AND CUSTOMER # BELOW.' There are two input fields: 'Enter your City of Barstow Account # \*' and 'Enter your Customer # \*'. Below the fields are 'Submit' and 'Cancel' buttons. A note at the bottom states '\* indicates required field'.

**STEP 3: YOU WILL BE TAKEN TO YOUR ACCOUNT SUMMARY – CLICK PAY NOW**



The screenshot shows the 'Sewer & Trash Billing Account Summary' page. The left sidebar has 'Sewer & Trash Billing' selected, with 'Account Summary' highlighted. The main content area has a heading 'Sewer & Trash Billing Account Summary' and a sub-heading 'Billing Account'. There are links for 'Link to Account', 'Request Change of Address', 'Bill Delivery Preferences', and 'Manage Bills'. Below this, there is a section for 'Your Current Balance' with the following information:

<b>Amount Due Now</b>	\$108.20	<a href="#">Pay Now</a>
<b>Payment Due Date</b>	2/28/2021	

**STEP 2: SELECT THE BILL YOU WANT TO PAY, THEN CLICK PAY**

**Sewer & Trash Billing**  
Manage Bills [Account Summary](#)

Home  
Customer Self Service  
**Sewer & Trash Billing**  
Accounts  
Manage Bills  
Account Summary  
Contact Us

Service Address [REDACTED]  
Account Number [REDACTED]  
As of 01/26/2021

- Before payment of newer bills will be accepted, all past-due bills must be included, starting with the oldest.

**Outstanding Bills** (bill years 2020 to 2022 only) [Show Past Bills](#)

Pay Bill	Bill	Bill Date	Pay By	Charges	Pending	Balance Due	Details
<input checked="" type="checkbox"/>	14724	1/25/2021	2/28/2021	\$0.00	\$0.00	\$108.20	<a href="#">Bill Details</a>
						<b>Total Due: \$108.20</b>	

**Pay**  
select bills you would like to pay now, then click "Pay"

**STEP 3: YOU WILL HAVE OPTION TO ENROLL IN AUTO PAY – PLEASE NOTE: YOU MUST FIRST MAKE A MANUAL PAYMENT IN ORDER TO ENROLL – CLICK CONTINUE TO PAY THE BILL**

**Automatic Credit Card Payments**  
Manage your enrollments in the automatic credit card payment system (optional)

Home  
Customer Self Service  
**Sewer & Trash Billing**  
Accounts  
Manage Bills  
Account Summary  
Contact Us

As a convenience to you, we offer an optional "Automatic Credit Card Payment" service. If you wish to use this service, this page allows you to enroll or delete enrollments based on different bill types you pay on a regular basis. Enrollment status can either be Pending or Fully Enrolled. If pending, then you will still be required to make payments manually until full enrollment is achieved.

**Current enrollments**

Bill Category	Account ID	Status	
UB Services - General	2077128	Not enrolled in automatic credit card payments.	<a href="#">enroll</a>

**Continue** **Cancel**

**STEP 4: ENTER AMOUNT IF DIFFERENT THAN BALANCE, CLICK CONTINUE**

**Pay Bills**

Home  
Customer Self Service  
**Sewer & Trash Billing**  
Accounts  
Manage Bills  
Account Summary  
Contact Us

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2021	1/25/2021	14724	2/28/2021	\$108.20	\$108.20	\$ 108.20

**Continue** **Cancel**

**STEP 5: ENTER YOUR CREDIT CARD AND BILLING INFORMATION, CLICK MAKE PAYMENT**

https://ws.paygateway.com/HostPayService/v1/hostpay/paypage/

Payment Processing: enter values as prompted below

Total Amount (\$): \$108.20

Utilities - General Bill: 14724

### Card Information



Card Number:\*

Expiry Date:\*

CVV: ?

### Customer Information

Customer Title:

First Name:\*

Middle Name:

Last Name:\*

Company Name:

Address One:

Address Two:

City: Barstow

Country:

State or Province: CA

Postal Code: 92311

**Make Payment**

**STEP 6: YOU'RE ALL DONE! PAYMENT CONFIRMATION SCREEN WILL PROVIDE YOUR CONFIRMATION NUMBER**

ome

tizen Self Service

tility Bills

### Pay Bills

 Your payment has been successfully processed

Your Confirmation Number is **769604289**  
Your Authorization Code is **000160**

Your payment has been submitted and should be reflected by the end of the next business day.

You may want to print this page for your records.

Payment Amount	Due Now	Payment Amount
Utilities 14724	\$108.20	\$108.20
<b>Subtotal</b>		<b>\$108.20</b>
<b>Total</b>		<b>\$108.20</b>

### Billing Address

Name

Address

City State Zip

Phone Number

E-mail

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