E-SUITE NEW LOGIN

Follow the steps below to create your new online bill pay login on the City of Geneva's website at www.geneva.il.us.

1. ***Click on the "Online Bill Pay" button on the homepage.***

2. ***Click on the "login to your account" link.***

Pay My Utility Bill

Welcome to the City of Geneva utility bill payment site

If you would like to pay your monthly City of Geneva utility bill (U.S. Dollars) online, please login to your account.

If you pay your bill electronically, do not forget to check out important messages and inserts you would have received if your bill had been mailed.

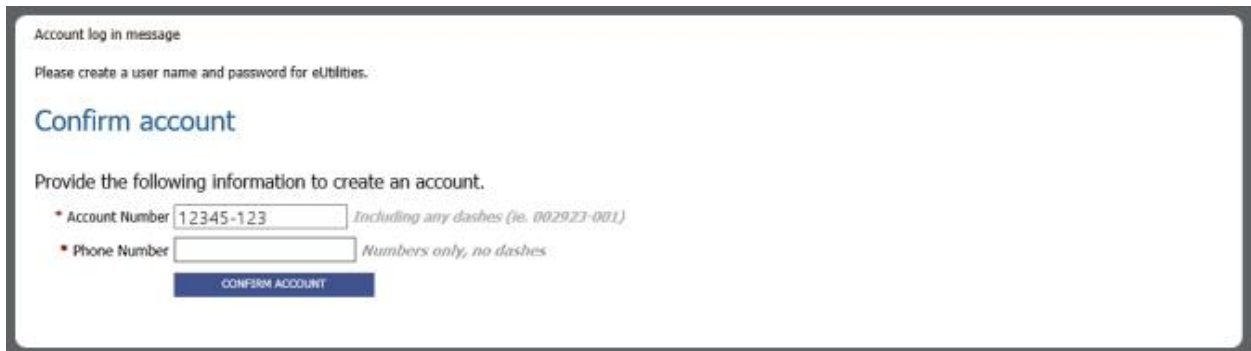3. *Click "Create Your Account."*

Sign In

Username

Password

☐ Remember Me

SIGN IN

Create Your Account

Forgot Username?

Forgot Password?

4. *Enter in your account & phone numbers as you have done in the past. Select the "Confirm Account" button.*

Account log in message

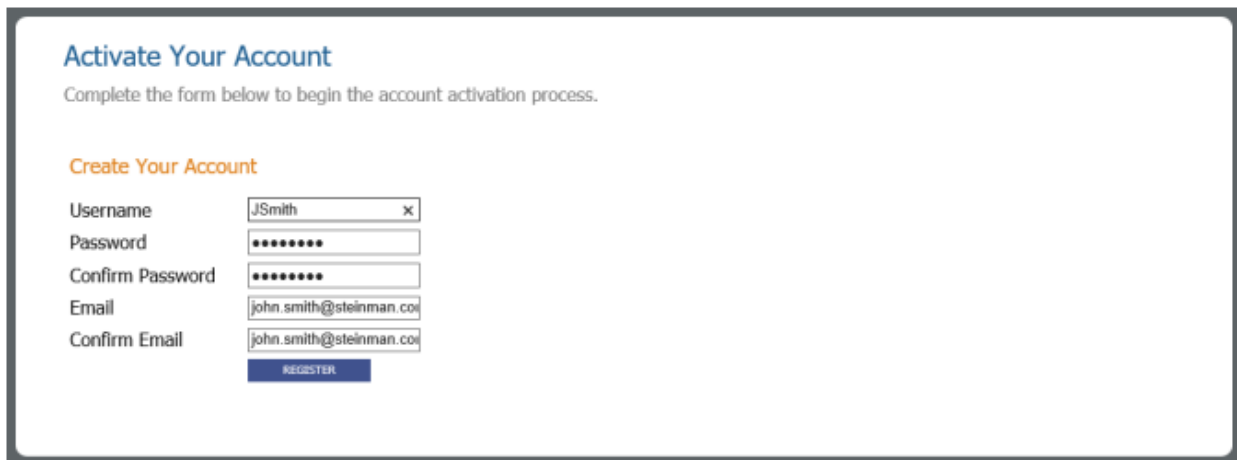Please create a user name and password for eUtilities.

Confirm account

Provide the following information to create an account.

* Account Number 12345-123   Including any dashes (ie. 002923-001)

* Phone Number   Numbers only, no dashes

CONFIRM ACCOUNT

5. *Complete all fields on the Activate Your Account page. Select "Register."*

Activate Your Account

Complete the form below to begin the account activation process.

Create Your Account

Username   JSmith   ×

Password   ••••••••

Confirm Password ••••••••

Email   john.smith@steinman.co
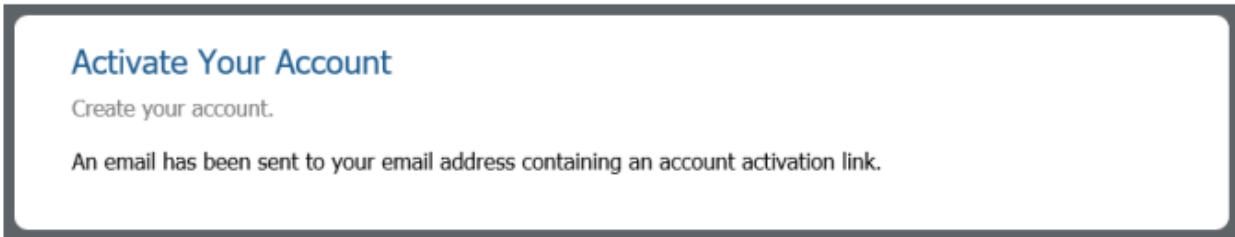
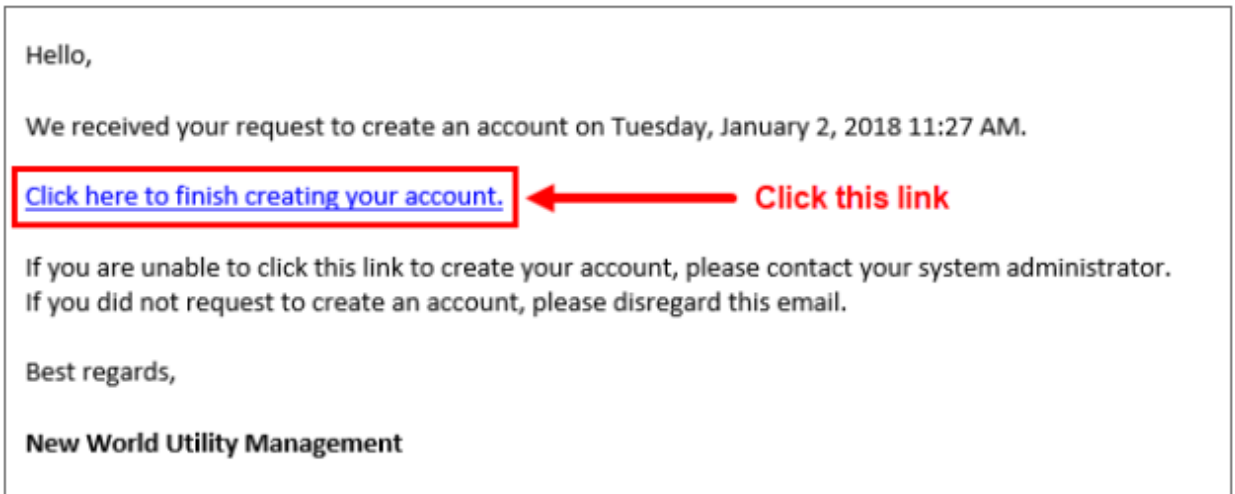Confirm Email   john.smith@steinman.co

REGISTER

<u>**Password Requirements**</u>

- Minimum password length – 5 characters
- Requires upper case letter and number
- Maximum failed attempts – 3
- Can't use your last 5 passwords when resetting password

6. *The following window will display.*

Activate Your Account
Create your account.

An email has been sent to your email address containing an account activation link.

7. *You will receive an email within a few minutes with a subject line of "eSuite UM Account Creation Requested." Open the email and click the link located in the body of the message (shown below).*

Hello,

We received your request to create an account on Tuesday, January 2, 2018 11:27 AM.

Click here to finish creating your account.   ← **Click this link**

If you are unable to click this link to create your account, please contact your system administrator.
If you did not request to create an account, please disregard this email.

Best regards,

New World Utility Management

8. *Clicking on the link will complete the activation process. If the link is not selected, the account will not become active, and you will not be able to access your information.*