

City of Geneva eSuite Adding Additional Account



Instructions:

1. Go to the City's website www.geneva.il.us
2. Click on the "Online Bill Pay" button



3. Click on the "log into your account" hyperlink. [log in to your account](#).
4. At the Sign In screen, enter your already established username and password. (Online profile must be activated.)
5. Go to the left of "Account Summary" and click the down arrow after the dollar amount.

\$3,317.85   Account Summary

6. Click "Add Account"

 Add Account

7. Confirm the utility account you want to add by providing the account number and phone number.

Provide the following information to add an account.


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

* Phone Number *Numbers only, no dashes*

CONFIRM ACCOUNT

8. Click "Confirm Account"
9. If you want to add more accounts, click "Add Account" and repeat step 1-5.

Primary Account

 \$3,317.85 

Available Accounts



 \$3,317.85 

 \$57.93 