

**Step 1****ACCESS THE SYSTEM**

1. Go to weatherfordtx.gov/utilitybilling
2. Click on "Sign Up For Services"

**Step 2****LOGIN TO ACCOUNT**

 A screenshot of the 'Munis Self Service' login page. The header says 'Munis Self Service' and 'Citizen Self Service'. The main content area is titled 'City of Weatherford Self Services' with a sub-headline 'Welcome to City of Weatherford Self Service'. It says 'Use this page to pay your utility bills, set up or disconnect utilities, and make changes to your account.' Below this is a button 'Click here to login to your Self Service account or register an account.' and a link 'Return to the City of Weatherford home page.' At the bottom, there are 'Guides' with links 'HOW TO LINK YOUR UTILITY ACCOUNT TO SELF SERVICE' and 'HOW TO SIGN UP, TRANSFER, OR DISCONNECT SERVICE'.

[Click here to login to your Self Service account.](#)

After you click this button, you will be directed to a new window to Sign Up. Follow the instructions.

SIGN UP

 A screenshot of the 'Sign up for services' page. It features the 'WEATHERFORD' logo at the top. The main text says 'Sign in to community access services for City of Weatherford.' Below this is a large red circle with a diagonal slash over a 'Next' button. To the left is a 'Email address' input field with a red circle and slash over it. To the right is a 'Keep me signed in' checkbox with a red circle and slash over it. At the bottom are 'OR' and social media links for Google, Apple, Microsoft, and Facebook, with a red circle and slash over the Microsoft link. Below these are 'Unlock account?' and 'Help' buttons. At the very bottom is a 'Create an account' button with a red arrow pointing to it.
Step 3

[Click **Create an account**](#)

DO NOT use Email, Google, Apple, Microsoft or Facebook to Sign In.

After you Sign Up, you'll be sent an email to activate your account.

Once you've activated your account, you can close the page with your personal information and make sure you **RETURN** to

weatherfordtx.gov/utilitybilling. Click **Sign Up For Services**.

Step 4**START REQUEST**

 A screenshot of the 'Utility Billing Service Requests' page. The left sidebar has 'Utility Billing' selected. The main content area has a 'Submit new request' button with a red arrow pointing to it. Other buttons include 'Start Request' and 'Contact Us'.

[Click **Utility Billing**](#)
[Then **Service Requests**](#)
[Then **Start Request**](#)

- 1 →
- 2 →
- 3 ↑

ENTER INFORMATION

 A screenshot of the 'Step 1 of 3: Enter contact information' page. It has 'Utility Billing Service Requests' at the top. The main content area asks 'Is this a commercial account?' with 'Yes' and 'No' radio buttons. It also asks for 'Name' and 'Date of Birth'. A red arrow points to the 'Yes' radio button.
Step 5

Fill out the form with your contact information then click **Continue** at the bottom of the page.

Step 6**TYPE OF SERVICE REQUEST**

 A screenshot of the 'Step 2 of 3: Enter request details' page. It has 'Utility Billing Service Requests' at the top. The main content area asks 'Type of request' with a dropdown menu showing 'Sign up for Utilities', 'Select...', 'Disconnect Utilities', 'Sign up for Utilities' (which is highlighted with a red arrow), and 'Transfer Utilities'. It also asks for 'Request date', 'Additional information', and 'Bill Delivery Method'.

HERE you can make the type of request, Disconnect, Sign Up, or Transfer Utilities. Then click **Continue**.

REVIEW INFORMATION

 A screenshot of the 'Step 3 of 3: Confirm request details' page. It has 'Utility Billing Service Requests' at the top. The main content area asks 'Is this a commercial account?' with 'Name', 'Date of Birth', 'Service Address', 'Phone', 'Email', 'Social Security # or Tax ID', 'Drivers License # (or re-enter Tax ID)', and 'Additional Applicant Name' fields below. A red arrow points to the 'Name' field.
Step 7

Verify your information then click **Submit** at the bottom of the page.