

Website & Log In Information  
<https://selfservice.jcua-ms.us>  
Click Citizen Self Service

1.

New Users: Click Register

2.

Fill out Information Below

3.

Click 'Link to Account' to load your account information

Account Information	
Now logged in as	ACCOUNTING
Last successful login	4/22/2020
Last failed login	4/22/2020
Password last changed	4/22/2020
Password expires in	182 days   <a href="#">Change Password</a>
E-Mail address	accountspayable@jcua-ms.us   <a href="#">Change E-Mail Address</a>

  

Linked Accounts	
Utility Billing Accounts	
Account	Customer
There are currently no linked accounts.	
<a href="#">Go To Module Homepage</a>	

4.

Enter Account # (5 Digits)  
Enter Customer ID # (6 Digits)

5.

Click on the account number to access account details.

6.

Note the Amount Due  
Payment Options:  
1. Pay Now  
2. Sign Up for Automatic Payments

7.

Select Add to Cart

8.

Note the Amount in your Cart and the option to Checkout

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My Cart (1 Item) \$47.05  
Total \$47.05  
Review Cart Checkout Summary

**Utility Billing**  
Manage Bills  
Utilities 62087 was added to your shopping cart.  
To proceed with payment, click "My Cart" then click "Checkout".

Service Address 804 Plum St.  
Account Number 41031  
As of 04/15/2020

Outstanding Bills (bill years 2018 to 2022 only) Show Past Bills

Bill	Bill Date	Pay By	Charges	Pending	Balance Due	
<input checked="" type="checkbox"/> 62087	4/1/2020	4/9/2020	\$47.05	\$0.00	\$47.05	Bill Details
					<b>Total Due:</b>	<b>\$47.05</b>

Add to Cart  
select bills you would like to pay now, then click "Add to Cart"

9.

Fill in information from Utility Bill

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Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name \*  
Last name \*  
Address line 1 \*  
Address line 2 \*  
City \*  
State \*  
two letter abbreviation  
Zip code \*  
Contact phone number \*  
E-Mail \*  
for your e-mail confirmation

Remember these values

Continue Cancel

10.

Review your Cart and Click Continue

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**Pay Bills**  
Note: a service fee of \$1.41 is being added to your payment.

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Utilities	2020	4/1/2020	62087	4/10/2020	\$47.05	\$47.05	\$ 47.05

CALCULATE SUBTOTAL \$ 48.46

Continue Cancel

11.

Enter Credit Card Information Below

Note: There will be two (2) charges on your Credit Card, JCUA Utility Payment and Credit Card Service Charge.

Payment Processing: enter values as prompted below

Total Amount (\$) \$48.46  
Utilities - General Bill: 62007

**Card Information**

Card Number \*  
Expiry Date \*  
CVV \*  
CVV (Y)

**Customer Information**

Customer Title \*  
First Name \*  
Middle Name \*  
Last Name \*  
Company Name \*  
Address One \*  
Address Two \*

12.