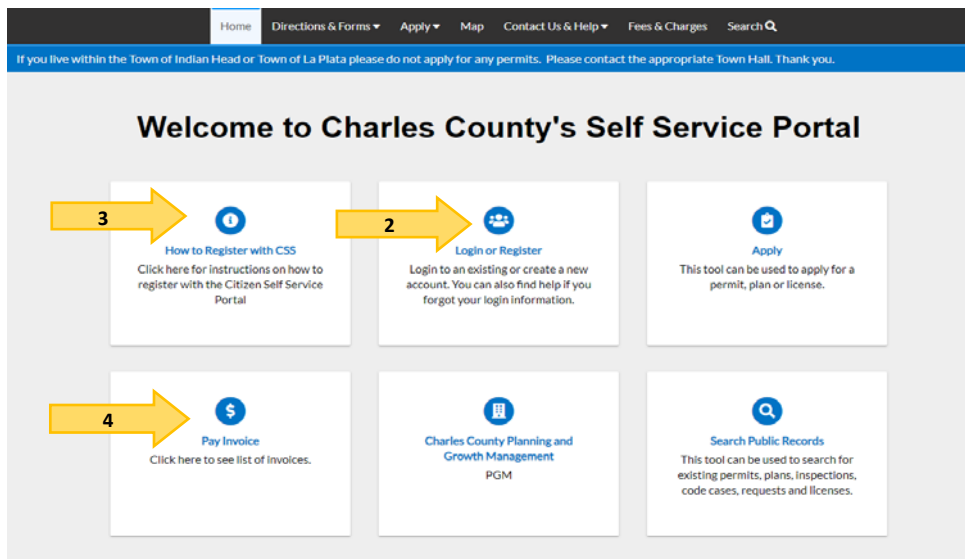


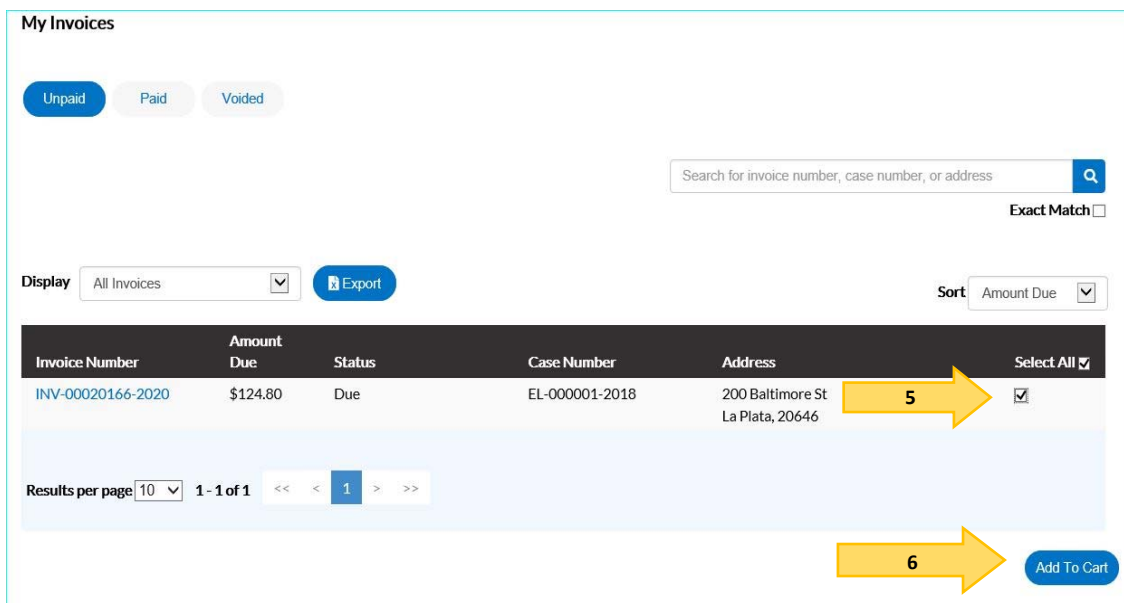


Citizen Self Service Portal How to Pay Your Invoice Guide

1. Access the Citizen Self Service Portal (CSS) by visiting https://land.charlescountymd.gov/EnerGov_Prod/SelfService#/home.
2. Login to your account or create a new account if you do not have one.
3. Directions on how to register for an account are provided.
4. Once logged into your account, select Pay Invoice.



5. At the "My Invoices" screen check the box to select all beside for your invoice.
6. Click Add to Cart.



7. On the "Shopping Cart" screen, select Check Out.

Shopping Cart

Total \$124.80

Check Out

Invoice: INV-00020166-2020
Due Date: 01/29/2020
Description: NONE
Billing Contact: Markovich, Gina

Case Number	Project	Case Address	Amount Due
EL-000001-2018		200 Baltimore St La Plata 20646	\$124.80

\$124.80
Remove
Top | Main Menu

Total \$124.80
Check Out

8. On the next screen Enter Your Payment Details.

9. Click Pay Now.

MyGovPay
EMPOWERED BY
TYLER TECHNOLOGIES

Charles County, MD
Order Number: 13818
Wednesday, January 29, 2020

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00020166-2020	NONE	1	\$124.80	\$124.80
Item Total:				\$124.80
Order Total:				\$124.80

Payment Details

*all fields are required

Cardholder Name

Billing Street

Billing Zip Code

Card Type

Card Number

Expiration Date

CVV Code

Pay Now - \$124.80

Cancel

10. Once you have received your payment confirmation please send an email to cceb@charlescountymd.gov stating that your invoice has been paid.