

City of Lawrenceville Customer Self Service Customer Number/ID (CID) Linking Guide

Open a web browser and navigate to: <u>www.lawrencevillega.org/css</u>.

Click the login button in the top-right corner of the screen.

Enter your email address and password then click "Sign in".

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Sign in	to community a	ccess services.
G	Sign in with Go	oogle
Ś	Sign in with Ap	ople
	Sign in with Mi	crosoft
A	Sign in with Fa	cebook
	OR	
Email add	ress	
Email add custome	ress rservice@lawrence	evillega.org
Email add custome Password	ress rservice@lawrence	evillega.org
Email add custome Password	ress rservice@lawrence	evillega.org
Email add custome Password Remen	ress rservice@lawrence uber me	evillega.org
Email add custome Password	ress rservice@lawrence uber me Sign in	evillega.org
Email add custome Password Remen	ress service@lawrence nber me Sign In word? Unlock	evillega.org



You should be successfully signed in and see a similar page as below:

	Welcome to Customer Self Service
Home	Announcements
Customer Self Service	Welcome to City of Lawrenceville, GA Self Services!
General Billing	
Personal Property	Profile Information
Real Estate	Profile information not found.
Litility Billing	

Click "My Account":





Click "link to account" on the right side of the page in line with "Customer Accounts"

Account Settings	
Account Information	
Now logged in as	CUSTOMERSERVICE@LAWRENCEVILLEGA.ORG
Last successful login	8/3/2022
E-Mail address	customerservice@lawrencevillega.org
Linked Accounts	
Existing accounts can be "linked" to your self-service user id. These links give you quick access "link to account" to reach the page where new account links can be created, and where additi	s to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove the service module sonal instructions are provided.
Customer Accounts	link to account
There are currently no linked accounts	
Personal Property Accounts	
There are currently no linked accounts	
<u>Go To Module Homepage</u>	
Utility Billing Accounts	link to account
Account	Customer
There are currently no linked accounts	
Go To Module Homepage	

Enter your Customer Number/ID (CID) and click "Submit":

Customer Account Linking

Create new Customer Account Link

To establish a new Customer Account Link, enter the required values below	
Customer Number/ID *	66064
	Submit Cancel

You should see your customer name and ID in the Linked Accounts section.

Click details on the right side to see your customer profile details.

Account Settings

Account Information		
Now logged in as	CUSTOMERSERVICE@LAWRENCEVILLEGA.ORG	
Last successful login	8/3/2022	
E-Mail address	customerservice@lawrencevillega.org	
Linked Accounts Existing accounts can be "linked" to your self-service user i "link to account" to reach the page where new account link	d. These links give you quick access to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or we so a be created, and where additional instructions are provided.	appear below. Click a module's
Customer Accounts		link to account
Name	Account	
CUSTOMER SERVICE	66064	details remove
		-



After clicking details, you can see your customer information including phone number(s), email address(es), bill preferences, and automatic payment enrollments. You can also modify phone numbers, email addresses, and bill delivery preferences.

Customer Profile Details

Customer Profile Details	View Bill History
CustomerID/Account Number	66064
Name	CUSTOMER SERVICE
Address 1	70 S. Clayton St.
City	Lawrenceville
State	GA
Zip	30046

Phone Numbers				Add New		
Number	Туре	Allow Notifications	Preferred Contact	Subscribe	Change Preferred	Remove
678-407-6675	Mobile			<u>Allow</u> Notifications	Make Preferred	<u>Remove</u>

Email Addresses Add I			
Address	Preferred Contact	Change Preferred	Remove
customerservice@lawrencevillega.org		Make Preferred	Remove

Billing Contact	and Instructions			
Name	Customer Service			
Phone	678-407-6675			
E-Mail	customerservice@lawrencevillega.org			
Bill Delivery Pre	ferences		Add New	
Bill Category	Document Type	Notification Method	Edit	
	Bill	Mail	<u>edit</u>	
	Statement	Mail	<u>edit</u>	

Automatic Payment Enrollments

No automatic payment enrollments were found for the selected customer.