REGISTER WITH OUR NEW UTILITY BILLING SYSTEM

REGISTRATION INSTRUCTIONS

Please note, that you will need to register on new system, even if you had an online account on previous system.

1. Visit www.cohb.org/css

2. Under Citizen Self Service (CSS), click on the Register Button

3. In the Citizen Self Registration Page, fill out details requested and click Save

4. In the Account Settings Page, under Utility Billing Accounts, click on Link to Account link

5. In the Utility Billing Page Account Link Setup Page,
   a. type the Account ID (second part of account number on invoice)
   b. and the CID (Customer ID this is the first part of account number)

6. Click Update

7. You may click on the Citizen Self Service link on the right navigation bar for managing your linked Utility Billing Account.

Visit www.cohb.org/css for more information