## WCA Online Account Setup



NOTE: The text in this document is best read when zoomed in *at least* 150%.



Go to <a href="https://water.salina-ks.gov/">https://water.salina-ks.gov/</a> and select Pay Your Utility Bill.

City of Salina	LOG IN
MUNIS Self Services	
mer Self Service	

Select Customer Self Service.

## Select Create an Account.

Create an account
Fields are required unless marked optional.
Email
First name
Last name
Mobile phone Optional
Password requirements:
At least 8 characters
A lowercase letter
An uppercase letter
A number
No parts of your username
Password
Sign up

Enter in your email, first/last name, mobile number (optional), and create a password. Select Sign up.

Community Access account       Community Access Identity <noreply@identity.tylerportico.com>        To     Community Access Identity of the protect your privacy. Outlook prevented automatic download of some privacy.</noreply@identity.tylerportico.com>	pictures in this message.	🕲 🗠 Reply 🖏 Reply All	→ Forward
۵			
H			
Welcome to your Community Access account!			
Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.			
Community Access provides access to all of your citizen applications and con- nects you to other public applications within Tyler Technology's ecosystem.			
Learn more about Community Access.			
To verify your email address and activate your account enter the verification code			
Instal university generation inswage from Controlinity Access, replies de not monifolde or onwered.			

Go to your email inbox (depending on your security settings, you may have to check the Promotions folder and/or Spam folder) and open the message with the subject Welcome to your Community Access account and retrieve the code at the bottom of the email.

R wateronline@salina.org
Verify with your email
We sent an email to w**e@salina.org. Enter the verification code in the text box.
Enter Code
Verify
Return to authenticator list
Back to sign in

Type in or copy/paste the code and select Verify.

R Set up security methods
Security methods help protect your Tyler Portico Citizen account by ensuring only you have accoss
Lisetup optional
Google Authenticators Entra 8 mercen y colo generated tion the Google Authenticator ago Usefor for access Set up. →
Okta Verify Okta Verify is an authenticator app, instal do sy our phone or computer, used to prove your dentity Used for access
Set up →
Phone Very with a code sent to your phone Used for access Set up →
Continue
Back to sign in

This screen has *optional* sign-in methods. If you set one of these up, you will have the option to verify your identity with your chosen method and bypass entering your password. Select the option you would like to use OR just select Continue to always enter your password. NOTE: you can set this up at any time.

<b>S</b> City o	of Salina	<b>)</b> 🗮 (0)	0
Home	Welcome to Customer Self Service		
Customer Self Service	Welcome to the Online Service Site for the City of Salina. <i>PLEASE BE ADVISED:</i> There is NO FEE to enroll in Automatic EFT Payments online or in office. The payment processor charges a fee of \$1.95 for one-time E-check payments, and a fee of \$3.95 for all debit/credit card payments. TO MAKE A PAYMENT OVER \$200, YOU WILL HAVE TO PAY WITH AN E-CHECK. AT THIS TIME, THE WEBSITE CANNOT PROCESS DEBIT/CREDIT CARD TRANSACTIONS OVER \$200. Profile Information		
	Profile information not found.		
	©2025 Tyler Technologies, Inc.		

Select Utility Billing.

<b>S</b> City	of <b>Salin</b> a	(0)
	Utility Billing Accounts	
Home	Select an account to work with.	
Customer Self Service		ak to Account
Utility Billing	Linked accounts	
Accounts	No URINY Billing accounts have been linked to this user.	
Contact Us		
	©2025 Tyler Technologies, Inc.	

Select Link to Account

(Remainder of page intentionally left blank, keep scrolling)

<b>S</b> City	y of <mark>Salina</mark>	<b>₩</b> (0)	θ				
Home	Utility Billing Account Link Setup Watch a video to learn how to find your new Account # and Customer # by opening a new tab and pasting this link in a your web browser: https://youtu.be/UxbH91ZkKll						
Utility Billing	What is the Account #? *						
Accounts Contact Us	What is the Customer #? *						
	* indicates required field						
	©2025 Tyler Technologies, Inc.						
Cityof							

r-departmer	gov/water	w.salina-ks.						67401 5740	Salina, KS Salina (785) 309-
	SERVIC			PARCEL ID	P	MER NO.	CUSTO		USTOMER NAME
	•								reon; meenin
DUE DATE			OUNT TYPE	ACC	UNT #	ACC		BILL DATE	
02/18/202			SIDENTIAL	RE				01/21/2025	
CHARGE	UOM	USAGE	CURRENT	PREVIOUS READING	CURRENT READ DATE	PREVIOUS READ DATE	READ CODE	METER NUMBER	ESCRIPTION
\$6.5					12/31/2024	11/27/2024			VATER BASE CHARGE
\$68.14	GAL	12038	808072	796034	12/31/2024	11/27/2024	Α		ATER USAGE CHARGE
\$2.34	GAL	414	808072	796034	12/31/2024	11/27/2024			XCESS USE CHARGE
\$0.3					12/31/2024	11/27/2024			TATE WATER FEE
\$8.92					12/31/2024	11/27/2024			EWER BASE CHARGE
\$75.72	GAL	12038	808072	796034	12/31/2024	11/27/2024			EWER USAGE CHARGE
\$22.00					12/31/2024	05/01/2024			RASH
\$1.60					12/31/2024	11/27/2024			ECYCLING CENTER FEE

Enter in your account number and your customer number. These can be found on your water bill OR you can call us, and we can provide you with this information.

Select Submit.

<b>S</b> City o	of Sali	ina		) <b>F</b> (0)	θ
Home	Utility Billing Account Summary	у			
Customer Self Service	Link to Account   Sign up	for EFT Automatic Payments   Bill Delivery Preferences   N	Aanage Bills		
Utility Billing	Billing Account				
	Service Address				
Accounts	Account Number	-			
Manage Bills	Bill Delivery Preference	Mail			
Account Summary	Your Current Balance				
Automatic EFT Payments	Amount Due Now	\$185.67	Pay.Now		
Contact Us	Payment Due Date	2/18/2025			
	About Your Payments				
	Bill	Last Posted	Sum of Payments	View Details	
		1/10/2025	\$101.18	details	
	-	12/12/2024	\$150.47	details	
		11/13/2024	\$122.71	details	
	120945	10/11/2024	\$135.49	details	
	-	9/13/2024	\$134.86	details	_
				Showing the 5 most recent payment	s only.
	Customer Information				
	Name				
	Address	SALINA, KS 67401-6630			
			©2025 Tyler Technologies, Inc.		

You now have access to view/pay your bill, view/print previous bills, set up auto-pay, change your bill delivery preferences, and link any other active accounts you have. If you have any other questions, please contact us.