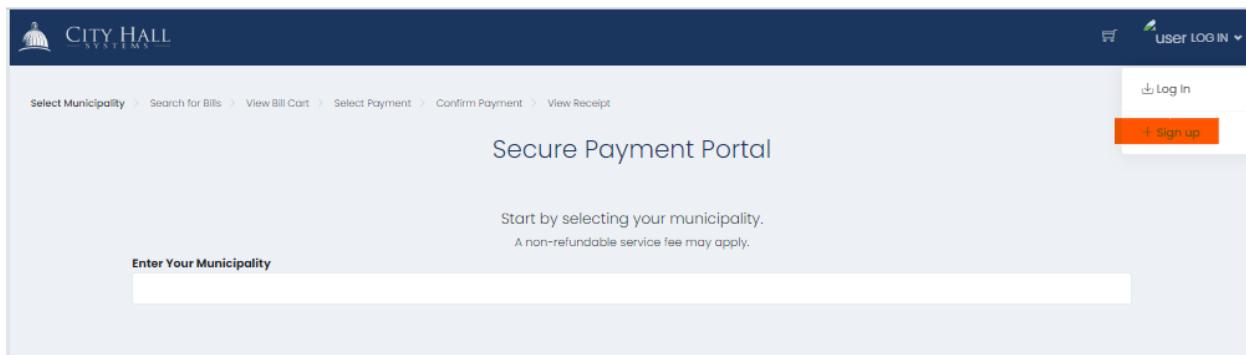




KELLEY & RYAN  
CITY HALL  
— SYSTEMS —

## CREATING AN ACCOUNT

1. Visit <https://epay.cityhallsystems.com/>
2. Click on Sign Up under the User Log In drop down menu in the top right corner.



3. Fill in all required fields on the Sign Up page.
4. Check the "I agree to all terms" Box, complete the Captcha, and then click Sign Up
5. Click Activation Link that has been sent to your email to complete your account creation.

