

Creating a New Utility Billing Online Account

Navigate to the <https://selfservice.gillettewy.gov> website.

Click the link to “Register for a new account”



Complete the required information and click the “Register” button.

You will now see that your registration is complete.

An email will now be sent to your email mailbox from cityofgillette@gillettewy.gov.

This email will have a link for you to confirm your account creation.

On Wed, Nov 13, 2019 at 9:42 AM <cityofgillette@gillettewy.gov> wrote:

You created an account with Tyler Identity.

Username: youremail@server.net

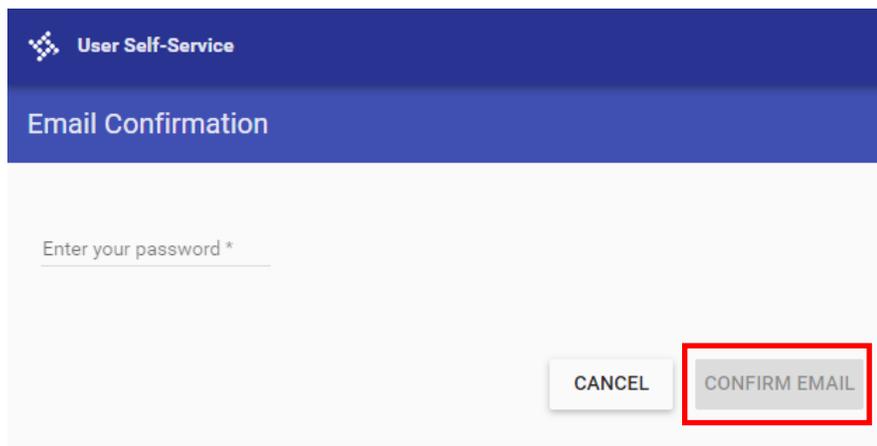
Please click here to confirm your email address:

<https://selfservice.gillettewy.gov/prod/tyleridcore/userprovisioning/#/email/emailconfirm/XMIOQASfuUEQ772zbT1P5g>

Thanks!

Tyler Identity Administrator

Confirm your email address by entering your password in the field and clicking “Confirm Email”



You will receive a confirmation after you confirm your email and be given an option to sign in.

here to sign in.'" data-bbox="258 764 680 918"/>

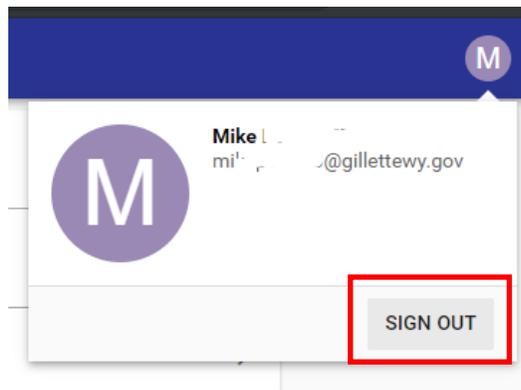
Signing in here will take you to your account dashboard.

From this page you CANNOT perform any Utility Billing functions. This page is just for you to modify any of your personal information.

The screenshot shows a 'User Self-Service' dashboard with a dark blue header. Below the header is a list of personal information fields, each with a right-pointing chevron icon:

- Name
- Email
- Mobile Phone Number
- Voice Phone Number
- Password
- Manage linked accounts

You **MUST** now sign out by clicking on the icon located in the upper right hand corner.



You may now navigate back to <https://selfservice.gillettewy.gov> and sign in with your newly created credentials

The screenshot shows the sign-in page for the City of Gillette. At the top is the City of Gillette logo and the text 'City of Gillette'. Below this is the slogan 'Identify. Authenticate. Empower.' and the instruction 'Sign in to your account'. There are two input fields: 'Username' and 'Password'. Below the 'Password' field is a link that says 'Register for a new account' and a blue 'SIGN IN' button. At the bottom left, there is a link that says 'Forgot password?'.