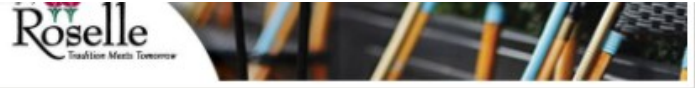


Register for a new Citizen Self Service Account – Temporary Outdoor Seating Permits

To apply for a temporary outdoor seating permit online, the applicant must first create a Citizen Self Service Account and link the account to the CID of the applying business. Follow the instructions below. Any questions can be directed to Brian Joanis at bjoanis@roselle.il.us or by phone at 630-671-2819.

Visit the Village website at: <https://roselle.il.us/847/Temporary-Outdoor-Seating-Application> and read all requirements before proceeding. Note all applications must be submitted online.

Applications Must Be Submitted Online



BEFORE APPLYING for a temporary outdoor seating permit, applicants must first create or have an existing Citizen Self Services account and link the account with the CID of the business. Instructions on how to create an account and link the CID can be found by clicking this link.

Once the account has been created and linked to the business CID, applicants can apply through the Citizen Self Service portal by clicking the link below. Please note permits require supporting documents uploaded at the time of submittal. A list of supporting documents can be found in the next section.

[Temporary Outdoor Seating Application](https://roselle.il.us/847/Temporary-Outdoor-Seating-Application)

Click this link to access
Citizen Self Service portal

Click the Permits and Inspections tab on the left side of the screen.

The screenshot shows the Citizen Self Service portal interface. At the top left is the Village of Roselle logo. The main header reads "Welcome to Citizen Self Service". A left-hand navigation menu is visible, with "Permits and Inspections" highlighted with a red box. The main content area contains instructions for various services, including utility billing, business licenses, and account linking. A "Log in to access" section lists "Business License" and "Permits and Inspections". A "Don't have a login?" box provides instructions for users without an account, including a link to "Utility Billing".

Home

Click on the Utility Billing Tab to view your water billing account. To avoid late fees, pay your account in full. Moving?...Please contact 630-671-2370 to schedule a final meter reading.

Citizen Self Service

Business License

To sign up for automatic payments, go to <http://www.roselle.il.us/DocumentCenter/View/122/Automatic-Payment-Form> and return the form to the Finance Department. By signing up for auto debit prior to the last day of the month, your auto debit will take effect on the bill due date of the 6th (i.e., sign up by May 31, effective June 6).

General Billing

Click on the Business Licenses Tab to view and pay for your License.

Permits and Inspections

To pay an invoice click on the General Billing Tab to view and pay your invoice.

Building Permits can be applied for by clicking on Permits and Inspections.

Visa, Mastercard, American Express and Discover are accepted. A convenience fee of 2.0% for credit card payments will be applied.

Existing accounts can be "linked" to your self-service user ID. 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 "remove" will appear below. Click a module's "link to account" to reach the page where new account links can be created, and where additional instructions are provided.

Log in to access

- Business License
- Permits and Inspections
- General Billing

Don't have a login?
No problem, you can still quickly access:
[Utility Billing](#)

You will automatically be prompted to either sign into your Citizen Self Service account or register for a new account.



Sign in to your account

Email

Password

Remember me

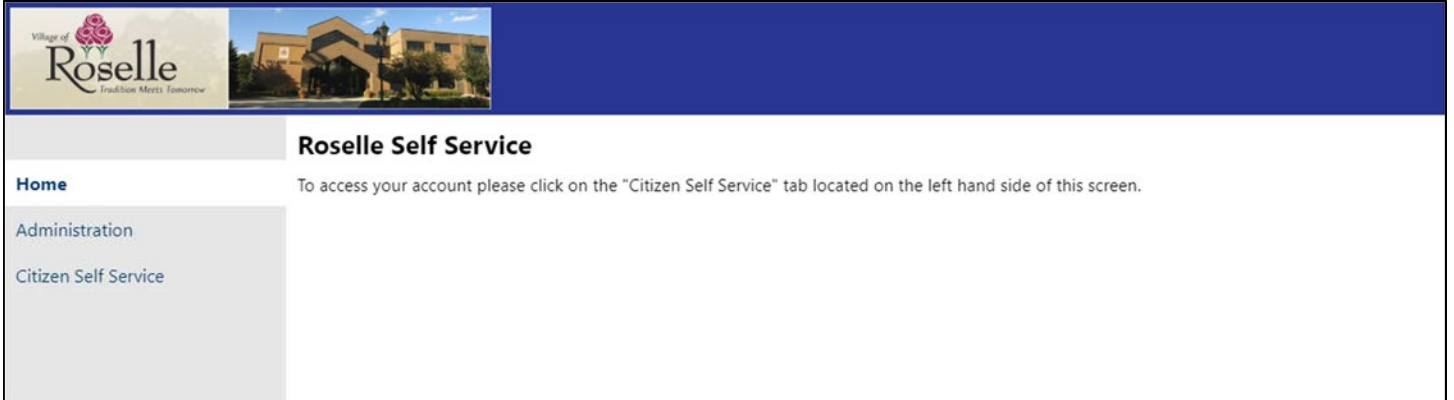
[Register for a new account](#)

[SIGN IN](#)

[Forgot password?](#)

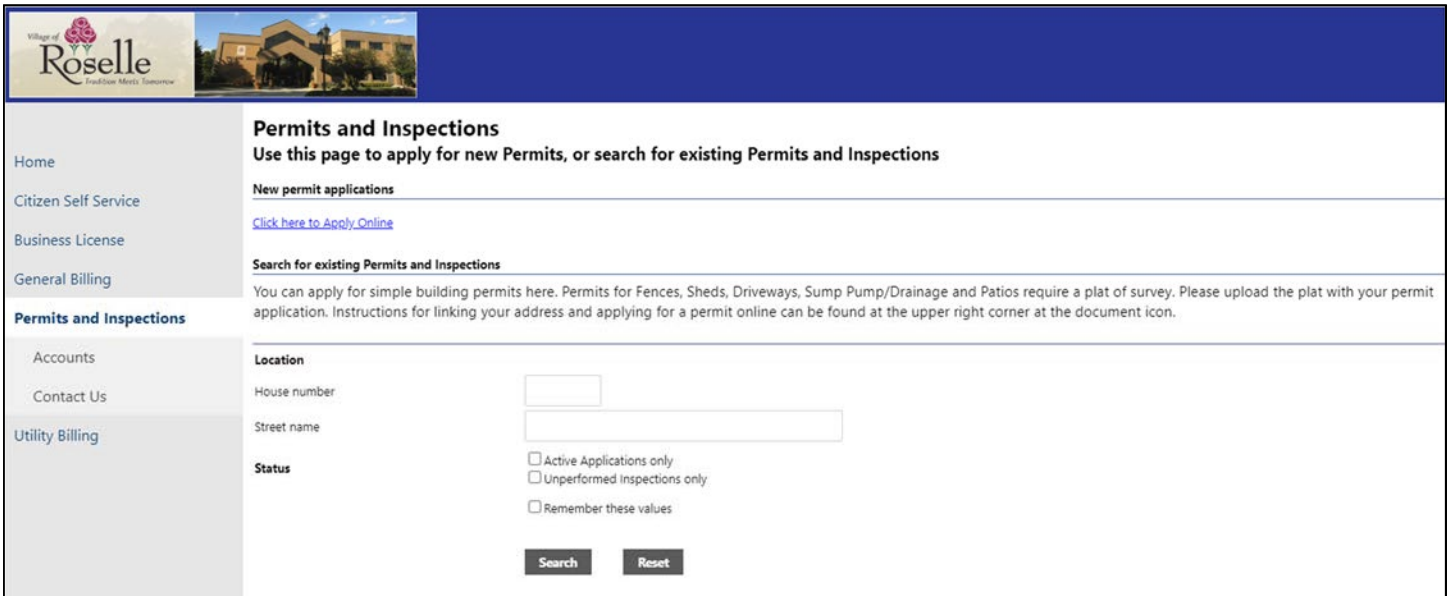
Link Your Address to Your Online Account – Permits & Inspections

You can link your Customer ID to your online profile to make it easier to find and pay your bills or apply for building permits. Your customer ID is the set of numbers before the dash on your utility bill. For example, 123456-999999 is the basic format of a utility bill account number. The numbers prior to the dash (123456 is your Customer ID. The numbers after the dash is the account number. The Customer ID identifies you at the Village of Roselle, is used for utility billing, general invoices, vehicle stickers, etc, and travels with you if you move within the Village. The account number identifies your property.



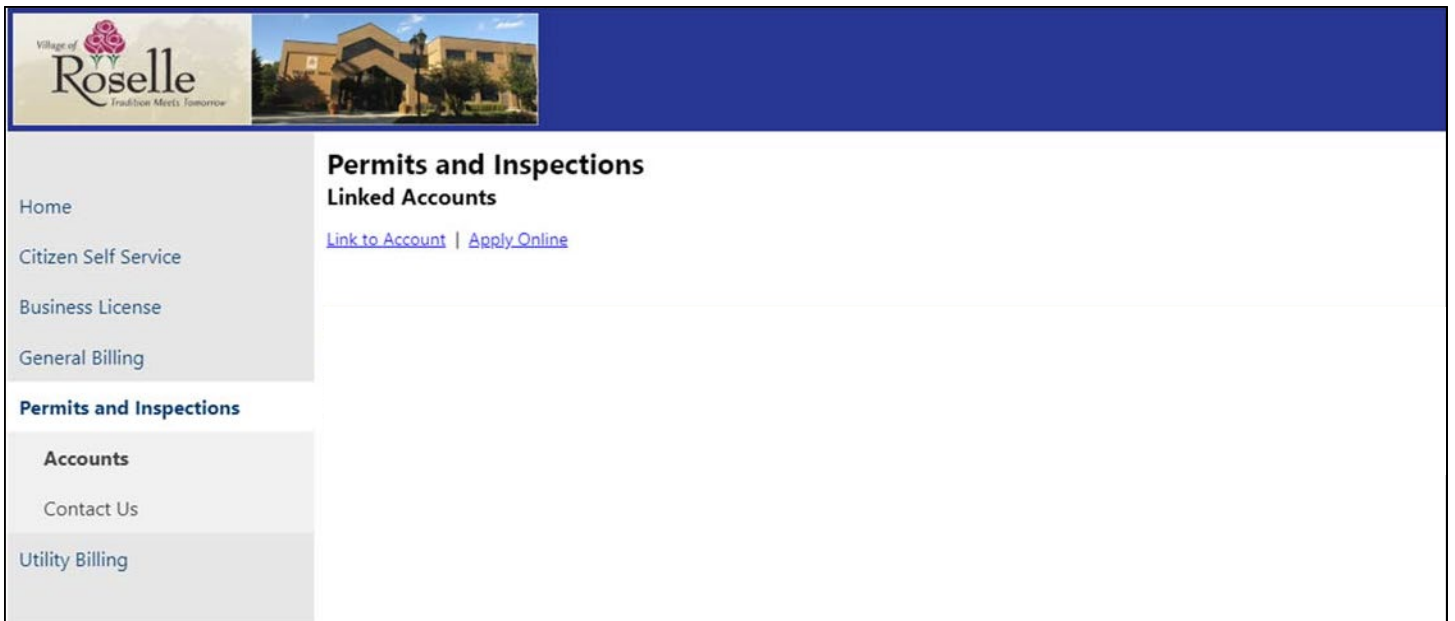
Go to the Roselle Self Service website: <https://roselle-il.munisselfservice.com/css/default.aspx>

Click on Citizen Self Service.



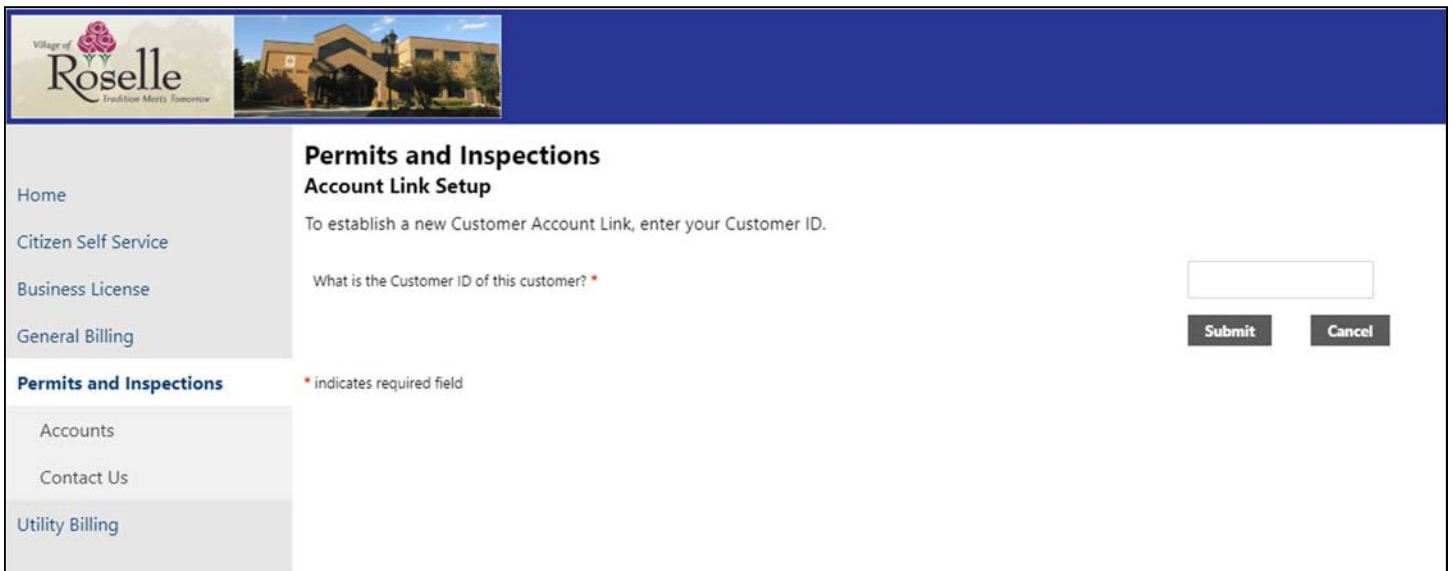
Click on Permits and Inspections. Click on Accounts.

Link Your Address to Your Online Account – Permits & Inspections



The screenshot shows the Village of Roselle website header with the logo and a photograph of a building. The main navigation menu on the left includes Home, Citizen Self Service, Business License, General Billing, Permits and Inspections, Accounts, Contact Us, and Utility Billing. The 'Permits and Inspections' section is active, displaying 'Permits and Inspections' and 'Linked Accounts'. Below this, there are two links: 'Link to Account' and 'Apply Online'.

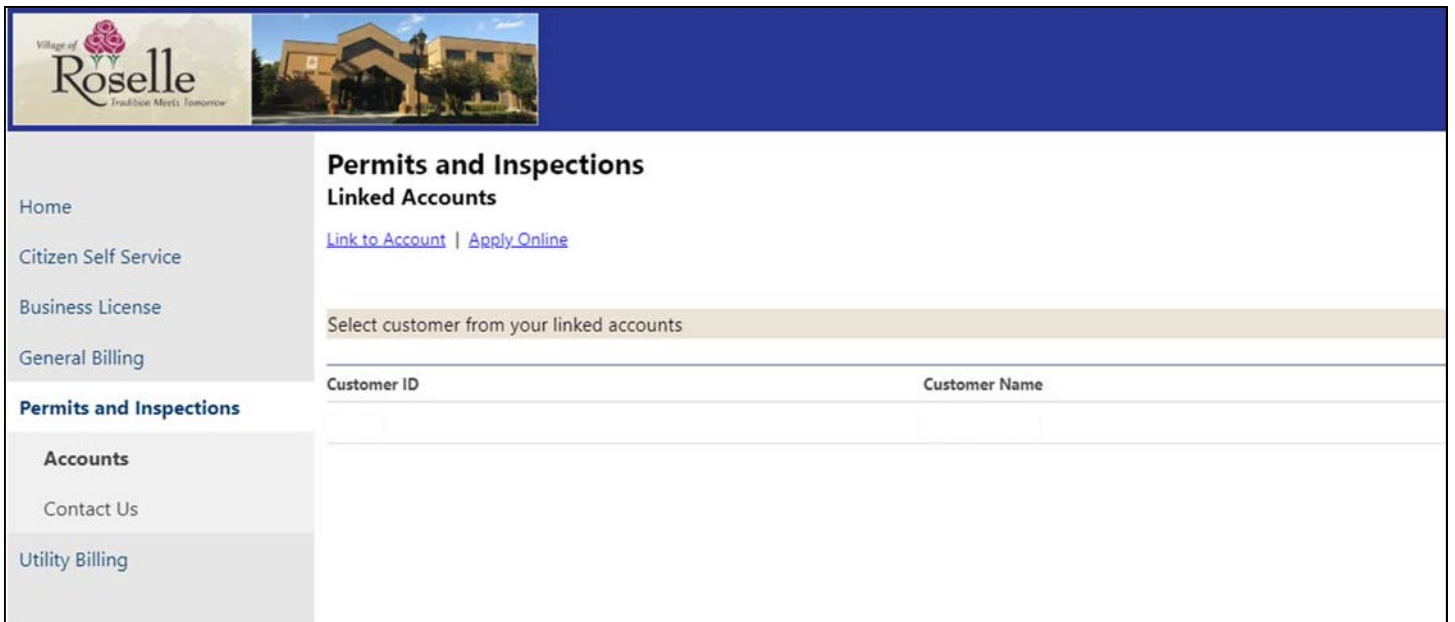
Click “Link to Account”



The screenshot shows the Village of Roselle website header with the logo and a photograph of a building. The main navigation menu on the left includes Home, Citizen Self Service, Business License, General Billing, Permits and Inspections, Accounts, Contact Us, and Utility Billing. The 'Permits and Inspections' section is active, displaying 'Permits and Inspections' and 'Account Link Setup'. Below this, there is a text prompt: 'To establish a new Customer Account Link, enter your Customer ID.' followed by the question 'What is the Customer ID of this customer? *'. A text input field is provided for the answer. Below the input field are two buttons: 'Submit' and 'Cancel'. A legend indicates that the asterisk (*) indicates a required field.

Enter your Customer ID and click Submit.

Link Your Address to Your Online Account – Permits & Inspections



The screenshot shows the Village of Roselle website interface. At the top left is the logo with the text "Village of Roselle" and "Tradition Meets Tomorrow". To its right is a photograph of a building. The main navigation menu on the left includes: Home, Citizen Self Service, Business License, General Billing, **Permits and Inspections**, Accounts, Contact Us, and Utility Billing. The "Permits and Inspections" section is active, displaying the heading "Permits and Inspections" and "Linked Accounts". Below this are two blue hyperlinks: "Link to Account" and "Apply Online". A light yellow banner prompts the user to "Select customer from your linked accounts". Below the banner is a table with two columns: "Customer ID" and "Customer Name". The table is currently empty.

Your Customer ID and Name will appear on the screen above. Your account is now linked to your online account with the Village.

In the future, you can click "Accounts" under Permits and Inspections to go directly to your linked accounts and click on the "Applications & Inspections" hyperlink to view your open permits and inspections.