

Cityworks User Guide

1. Create or Access Your Account

- **New Users:**
Select **Sign Up** to create a new account.
Follow the on-screen instructions to complete the registration process.
- **Returning Users:**
If you already have an account, select **Login** and enter your credentials to access the system.

Login

Don't have an account? [Sign Up](#)

Username

Password

Login

[Forgot Password?](#)

7.6.0

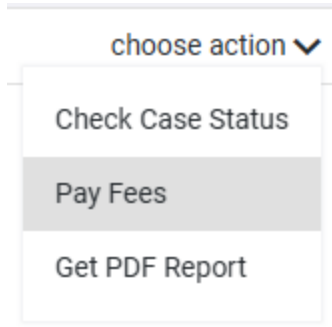
2. Locate Your License

- Once logged in, navigate to the **Licenses** section.
- Find the license you wish to view.
- Select the **License Number** to open the license details page.

BL25~00092	choose action ▼
Commercial W Financial	
Test Example License	
Renewal	
Created: 11/03/2025	
195 E Oakland Ave, Salt Lake City, Utah, 84115	

3. Pay Fees

- On the license details page, select the **Choose Action** button.
- From the dropdown menu, select **Pay Fees**.




4. Review Fee Summary

- The first screen will display a **Summary of All Fees** associated with your license.
- Review the details carefully to ensure accuracy before proceeding.
- Click **Accept Payment Terms and Conditions** to confirm that you agree before continuing to payment.

Fees

Fee	Waived	Amount	Amount Paid	Amount Due
Test Fee		\$123.00	\$0.00	\$123.00
Total:		\$123.00	\$0.00	\$123.00

Search  1-1 of 1

Payment Amount

\$123.00


☒ [Accept payment terms and conditions](#)

Xpress Bill Pay

Pay Now

5. Complete Payment


- Select **Pay Now** to proceed to **XBP**.
- Follow the prompts in XBP to complete your payment securely.
- Once payment is submitted, you will receive a confirmation message and receipt.




South Salt Lake City
220 E Morris Ave. Suite 200
South Salt Lake City, UT 84115
(801) 483-6074

Cart

Financial Renewal: BL25~00092	\$123.00
Total Payable Amount	\$123.00


Credit/Debit
Card


E-Check

Please select a pay method

Cancel

Powered By: **xpress** BILL PAY