

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.

Sign Up'. There are two input fields: 'Username' and 'Password', each with a thin blue border. Below the password field is a blue 'Login' button with white text. At the bottom of the page is a link 'Forgot Password?' and the text '7.6.0'." data-bbox="112 236 722 535"/>

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

Username

Password

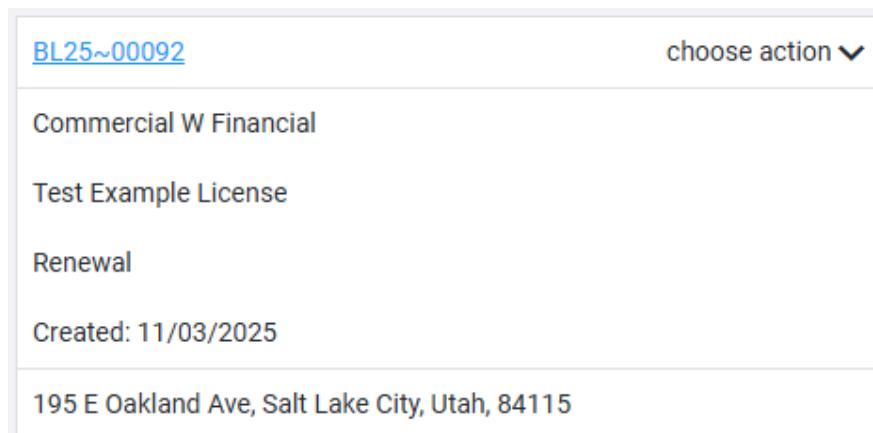
Login

[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.



choose action ▾

Commercial W Financial

Test Example License

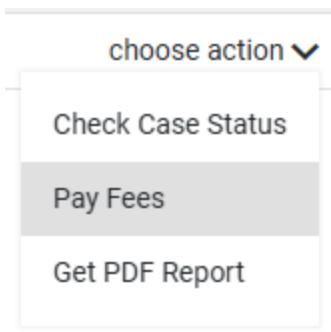
Renewal

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

Payment Amount
\$123.00

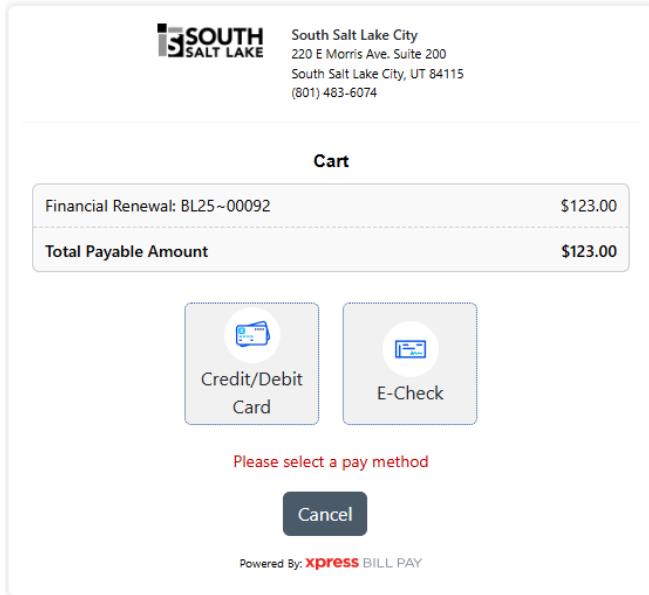
Accept payment terms and conditions

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.



The image shows a payment interface for South Salt Lake City. At the top, the city's logo and address are displayed: South Salt Lake City, 220 E Morris Ave, Suite 200, South Salt Lake City, UT 84115, (801) 463-6074. Below this is a 'Cart' section showing a financial renewal item for \$123.00 and a total payable amount of \$123.00. Two payment method options are shown: 'Credit/Debit Card' and 'E-Check'. A red message 'Please select a pay method' is centered below the buttons. A 'Cancel' button is at the bottom left, and a 'Powered By: xpress BILL PAY' logo is at the bottom right.

South Salt Lake City
220 E Morris Ave, Suite 200
South Salt Lake City, UT 84115
(801) 463-6074

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