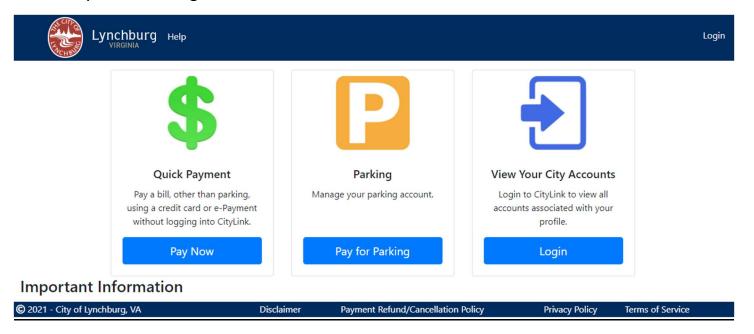


# City of Lynchburg CityLink User Guide

Welcome to CityLink, the City of Lynchburg's online account management and payment website. Please select from the following options or continue reading for a complete description and instructions on how to use CityLink.

#### This is CityLink Main Page:



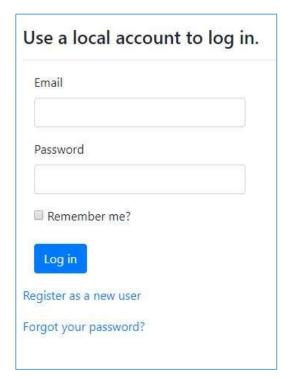
Along the top (and bottom) of the CityLink Main Page there are links that provide access to various components of the system:

Lynchburg	Click to access CityLink Home Page
Help	Click to access Help Documentation
Login john.doe@lynchburgva	<ul> <li>Click to login or, if already logged in – clicking your email address will access manage account settings</li> </ul>
© 2018 - City of Lynchburg, VA	<ul> <li>Clicking here will take you to the City of Lynchburg Home Page</li> </ul>
Disclaimer	Clicking here will take you to a Disclaimer
Payment Refund/Cancellation Policy	Clicking here will take you to the Payment Refund and Cancellation policies
Privacy Policy	Clicking here will take you to the Privacy Policy

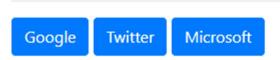
Terms of Service	•	Clicking here will take you to our Terms of Service
Logout	•	Log out of CityLink

## **Create New CityLink Account/Managing Logins**

Enter your email address and password. If you are a new user, you can register as a new user or if you've forgotten your password, you can request a password reset by clicking the appropriate options\*:



## Use another service to log in.



You may also use another service to log in by selecting from the options provided: Google, Twitter, and Microsoft.

\*When creating a new account or if you have forgotten your password and need to renew/change it, you will be asked to confirm these actions by responding to an email that will be sent to the email address provided. When the confirmation email is sent, you will receive an onscreen notification (See Below):

### Confirmation Email Sent

Check your email and confirm your account. You must be confirmed before you can log in.

If you don't see the email in your inbox, check your Spam or Junk folder.

If you need assistance, please contact the Billings and Collections department at: 434-455-3850

You will receive a confirmation email at the email address that you provided. Click the "<a href="here">here</a>" link to confirm receipt of the confirmation email and to finalize your account setup.



Welcome to the City of Lynchburg's CityLink online account management and payment site.

You are receiving this email because you recently created a new account. Before you can login you need to first **confirm your account by clicking** <u>here.</u>

If you have received this email in error, please contact the Billings and Collections department at: 434-455-3850.

Sincerely,

The City of Lynchburg www.lynchburgva.gov