

## Civic Access Guide – Change Account Information

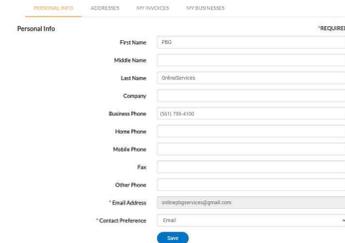
Once your account has been created, you can utilize the profile settings screen in Civic Access to adjust certain information regarding your account.

1. Once logged into the website below, select your account name in the upper right corner of the screen and select **"My Account"**

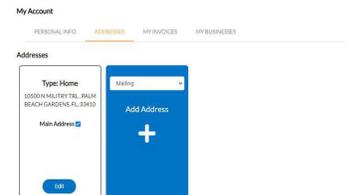


[Click for Civic Access portal](#)

2. From the Personal Info tab, you can modify information such as your name, phone number, and contact preference.

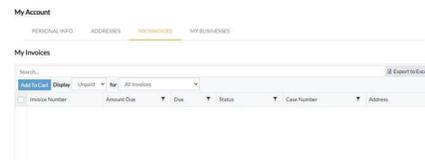


*If our on-line portal is prevents the addition of more than a single address, please contact staff directly (704) 843- 2195, Option #3.*



4. My Invoices will provide a list of all outstanding and paid invoices generated in the system using your contact information.

*a. Selecting an unpaid invoice from this list will allow you to add that invoice to the shopping cart for payment.*



Invoice Number	Amount Due	Due	Status	Case Number	Address