

# BUFFALO CITY METROPOLITAN MUNICIPALITY SELF-HELP ONLINE PLATFORM

BCMM has converted to a new ONLINE platform for you, our customer, to be able to easily access your municipal account/s.

## REGISTER ONCE-OFF FOR THIS SELF-HELP SERVICE IN A FEW EASY STEPS.

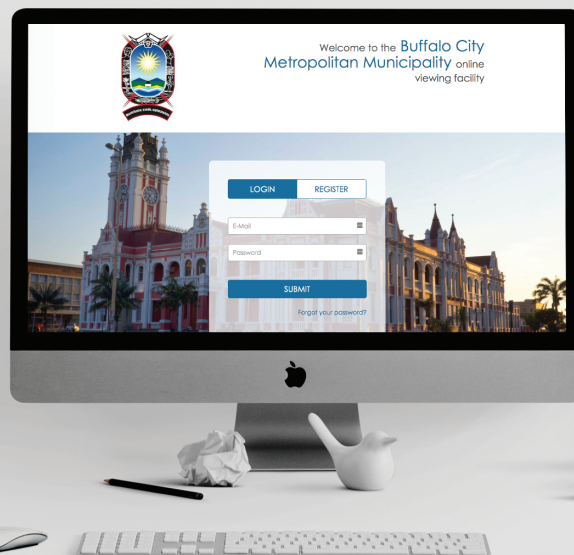
- > To register an online profile, go to the URL [buffalocity.cabedocs.com](http://buffalocity.cabedocs.com) and click on **REGISTER**.
- > Enter the required details and click **SUBMIT**.
- > You will receive an email with an activation link. **Click on the activation link** to active your profile.
- > To login to the end user frontend, enter your username (email address) and password.
- > If you need to reset your password, click on the FORGOT PASSWORD link.

## NEXT, ADD ACCOUNTS YOU WISH TO VIEW ONLINE

To add an account to your profile so you can view it online, click on **CREATE NEW ACCOUNT**. Enter the account number, and a descriptive name of your choice. If you have multiple municipal accounts, you are able to link these to your profile.

To view, edit or delete your account, click on the dropdown arrow to the right of the account listed, to see the expanded view. To download a PDF copy of the account statement, click on **DOWNLOAD PDF**. If there are more than one month's statements stored online, you will see a download option for each month. To edit the account name or delete the account from your online profile, use the **EDIT ACCOUNT** options on the righthand side of the page.

To edit your online profile, click on the dropdown arrow at the right side of the blue menu bar. You can change your profile name, email address or password.



Makshya Media solutions 013 722 3312



For technical assistance please contact a BCMM Call Centre Agent on 086 111 3017

BUFFALO CITY METROPOLITAN MUNICIPALITY  
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[www.buffalocitymetro.gov.za](http://www.buffalocitymetro.gov.za)

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UNITY IN ACTION.  
A CITY HARD AT WORK.