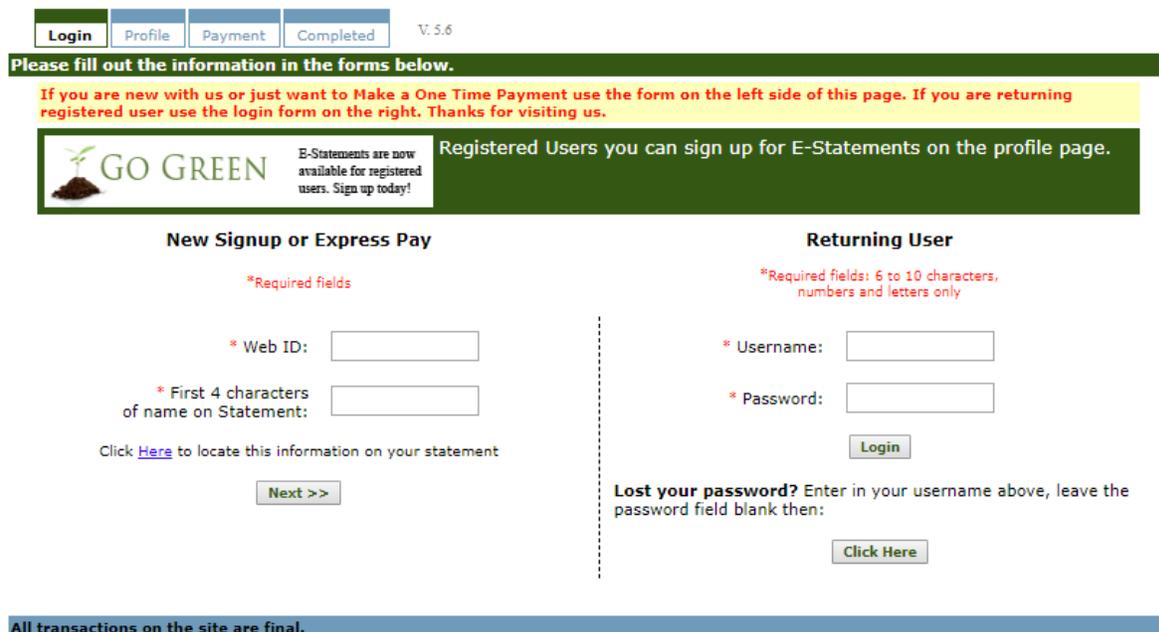


## Online Payment User Guide

**Step 1** - The Town of Belleair bill pay portal (and a digital version of these instruction) can be found at:

[www.townofbelleair.com/billpay](http://www.townofbelleair.com/billpay)

**Step 2** - Choosing the right form to log in to your account



The screenshot shows the login page with a navigation bar (Login, Profile, Payment, Completed) and a version number (V. 5.6). A green banner instructs users to fill out forms below. A yellow banner provides instructions for new users (left side) and returning users (right side). Below this is a 'GO GREEN' section for E-Statements. The page is divided into two columns: 'New Signup or Express Pay' and 'Returning User'. The 'New Signup' column has fields for 'Web ID' and 'First 4 characters of name on Statement', with a 'Next >>' button. The 'Returning User' column has fields for 'Username' and 'Password', with a 'Login' button and a 'Click Here' button for password recovery. A blue banner at the bottom states 'All transactions on the site are final.'

- The form on the left, titled: “New Signup or Express Pay” is for those who need to make a new account or wish to use Express Pay for their bills. Enter your webID and first four characters of the name that is on your statement then press the next>> button. If the name does not have four characters, please use the space bar for additional characters. Example: LEO (space).
- Use the form on the right if you already have an account made. Enter your username and password in the given fields then press Login. If you have forgotten your password, enter your username then press the Click Here button below the question: Lost your Password? A temporary password will be emailed to the email address that is attached to the given account.

**Step 3 - Creating your returning user online profile, adding additional accounts, checking your balance**

- a) **New Signup / Creating your online profile** – After entering your webID and statement name you will now see the account information screen. Enter all the required fields with your information such as your credit card billing information, security question and creating your username and password, then press the Add User Account button. If you would like to attach multiple accounts, click on the plus sign next to Add a Web ID, fill in the requested fields, and then click the Attach New Account button. To pay your bill, make sure to enter your payment amount in the Amount To Pay textbox. Next, enter your credit card billing name and address in the required fields. Press the Pay Now>> button.
- b) **Express Pay Only** – If you wish to pay your bill without signing up for an account, once you enter the account information screen, enter your payment amount in the Amount To Pay textbox. Next, enter your credit card billing name and address in the required fields. Press the Pay Now>> button.

Please check your profile below for needed changes and click the 'Add User Account' button to save them -OR- click the 'Pay Now >>' button to proceed to the payment screen to pay the Amount(s) to Pay below.

You currently have 1 Attached Web ID(s). You can update the 'Amount to Pay' box(s) below before clicking the 'Pay Now >>' button if you do not want to pay the current 'Amount Owed'.

Web ID	Name	Service	Current/Previous/Total Due	Amount to Pay
000	Charles Brown	123 Pine Sap Drive	\$47.16/\$78.19/\$125.35	\$ 125.35

Add another Web ID

Add an Web ID  First 4 characters of name on Statement

**Credit Card Billing Information \* Required Fields**

\* First Name:  \* Last Name:

\* Address:  \* City:

\* State:  \* Zip:

Email Address:  Re-type Email Address:

The fields below can be left blank if you are Express Paying. If you want to create an Account you must enter in a Username, Password and the Security Question.

**Security Question \* Required Fields letters only**

\* Mother's Maiden Name:

**Add a Username and Password**

\* If you are filling out these fields they need to be 6 to 10 characters, numbers and letters only

\* Username:  \* Re-type Password:

\* Password:

Click 'Pay Now >>' to proceed to the payment page. If you add a username and password you will create a new account with us. Or just click 'Add User Account' to add the new account without going to the payment screen.

#### Step 4 - Completing your payment

Please check your amount(s), choose your form of payment and click 'Finish' to complete your payment. You must ACCEPT the terms and conditions before finishing the transaction.

**\*\* SUCCESS: Now proceed with payment. \*\***

\*If you do not accept these amount(s) click the 'Go Back to Profile' button and update the amounts on the Profile page. The amounts can not be updated here.

Account	Name	Service	Amount Owed	Amount to Pay
000	Charles Brown	123 Pine Sap Drive	\$125.35	\$1.00
Convenience Fee (3.0% with a minimum \$2.00):				\$2.00
				<b>Total Pay Amount: \$3.00</b>

I ACCEPT THE TERMS AND CONDITIONS (\*Required)

View Terms and Conditions

\* Required Fields

Name On Card (set from profile page)	* Card Type	* Card Number	* Exp Date (mmyy)	* CVV Code
	-Choose One- ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Click 'Finish >>' to complete transaction.

All transactions on this site are final.

- a) **Completing Your Payment** – After clicking the Pay Now >> button, you will be taken to the Payment Screen. Fill in the credit card information, be sure to click on the box next to I ACCEPT THE TERMS AND CONDITIONS, and press the Finish >> button. If your payment is successful you will receive a “Successful Transaction” message and the Transaction ID number. Save this number for your records.