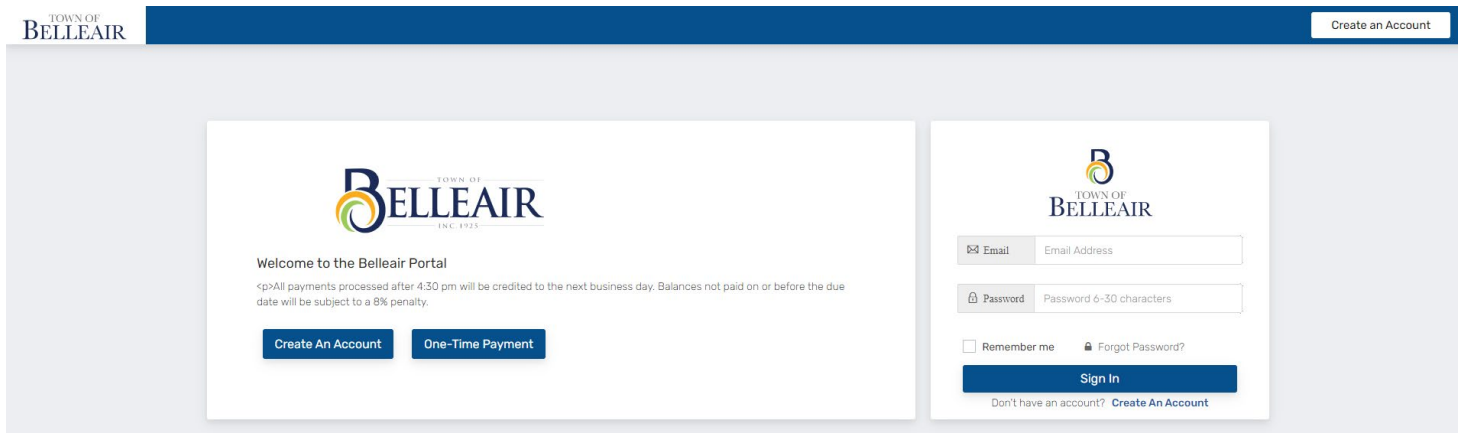




ONLINE PAYMENT PORTAL GUIDE

Visit www.townofbelleair.com/billpay to get started and access the online bill payment portal



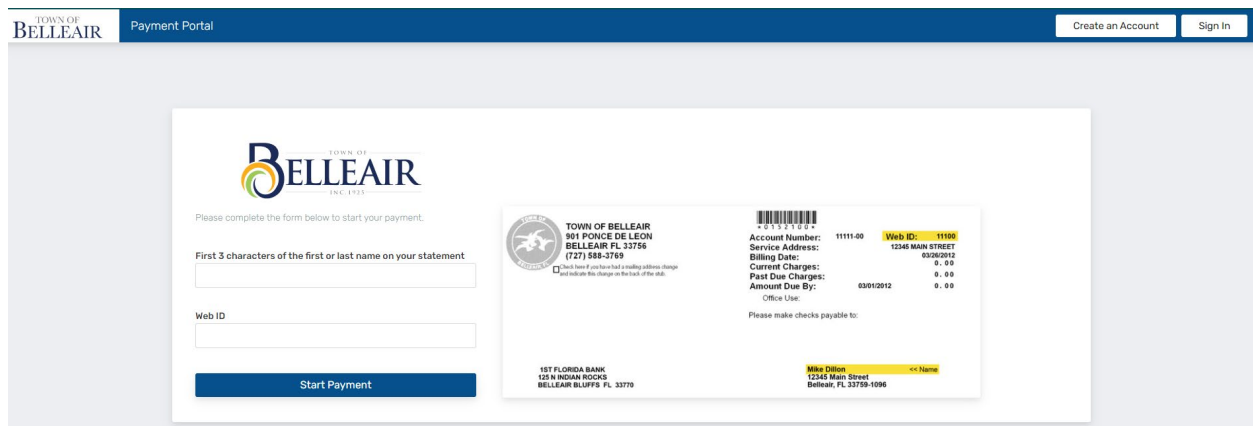
You can choose to create an account, make a one-time payment or sign in to your account once you have created one.

ONE-TIME PAYMENT

One-Time Payment

To make a One-Time payment click on the One-Time payment button.

You are now on the account validation screen.




Type in the first three characters of the payor name as it appears on the bill.

Start Payment

Type in the account/web ID number then click the Start Payment button.

You are now on the initiating payment screen.



Edit the amount due below if necessary and click Next.
Total amount due is as of your last billing statement and may or may not reflect recent payments, if you have a user account setup please login and see History for additional details.

**Web ID 17734, Current Due \$94.00, Past Due \$0.00,
Total Due \$94.00 (Paid: \$0.00):**

Next


Want to start over with another account? [Click Here](#)

Next

Enter the amount you wish to pay in dollars and cents, then click the Next button.

You are now on the credit card payment screen. This screen shows you:

- Sub Total - the amount to be applied to your account
- Fee - the processing fee(s) 3% of transaction amount or \$2.00 minimum fee, whichever is greater
- Final Total – the total amount to be deducted from your credit card



Review Amounts and use a payment method below to pay the Final Total.


Web ID 17734

Sub Total: \$1.00

Fee: \$2.00

Final Total: \$3.00

Type in your required credit card information in the boxes provided. Check your information to make sure it has been entered correctly.

 Pay with Credit Card

Credit Card Number

Name on Credit Card

Street Address

City

State

Zip Code (Postal Code)

Security Code

Expiration Date

Accepted credit cards:
Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to paying the amount listed.

Click the I agree to the terms and amounts above. PAY NOW button

I agree to the terms and amounts above. PAY NOW

If your payment is successful you will receive a successful payment notification and a Transaction ID number. Please either print the screen or write your transaction ID number on your bill for future reference.

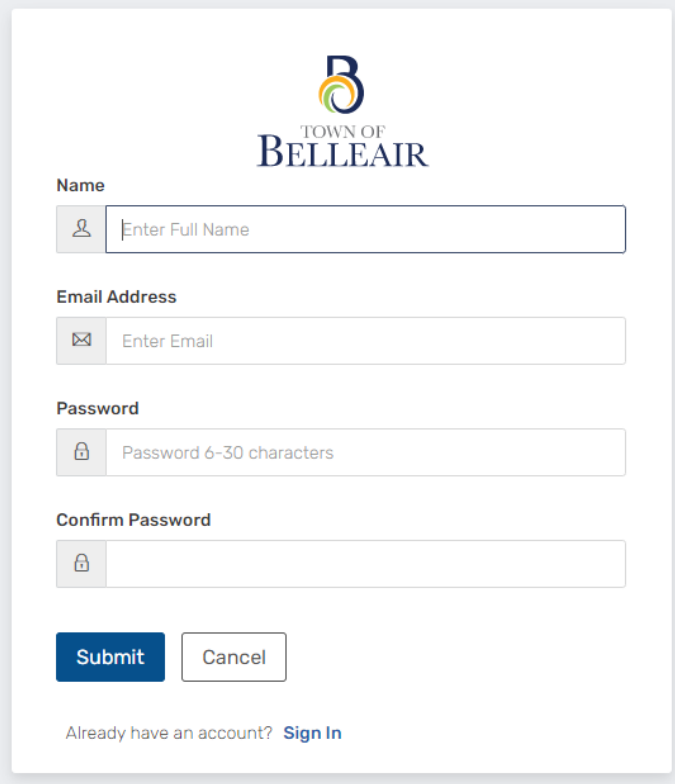
This completes your one-time pay by credit card payment.

CREATING AN ONLINE ACCOUNT PROFILE

[Create An Account](#)

Click on the Create An Account button.

You are now on the account setup customer detail page.

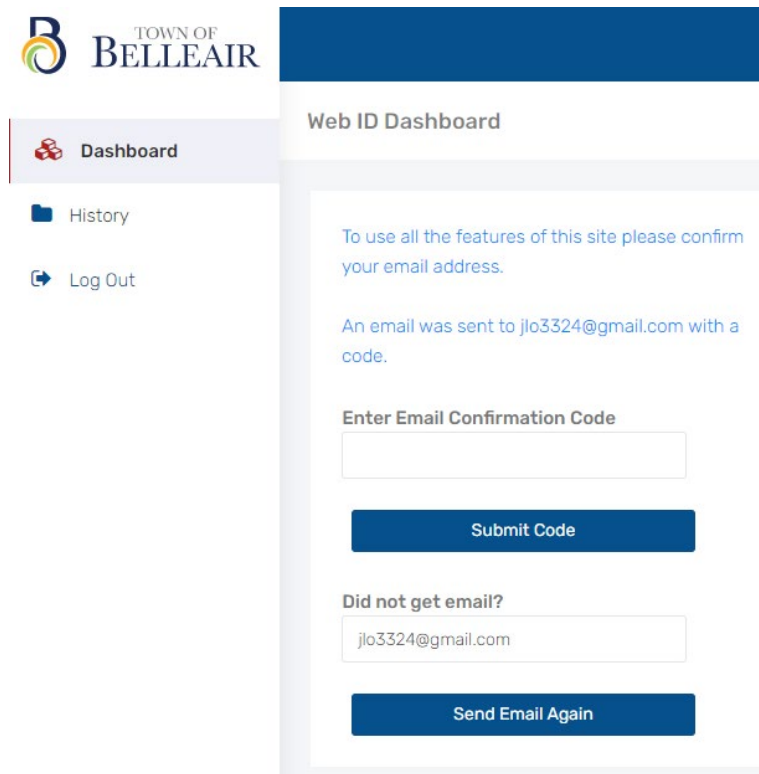


The screenshot shows a web form for creating an account for the Town of Belleair. At the top center is the Town of Belleair logo, which consists of a stylized 'B' with a colorful swirl inside, above the text 'TOWN OF BELLEAIR'. Below the logo are four input fields, each with a label and a small icon to its left: 'Name' with a person icon and the placeholder 'Enter Full Name'; 'Email Address' with an envelope icon and the placeholder 'Enter Email'; 'Password' with a lock icon and the placeholder 'Password 6-30 characters'; and 'Confirm Password' with a lock icon and an empty field. At the bottom left of the form are two buttons: a blue 'Submit' button and a white 'Cancel' button with a grey border. At the bottom center, there is a link that says 'Already have an account? [Sign In](#)'.

[Submit](#)

Type in the requested information then click the submit button.

You are now on the Web ID Dashboard screen.

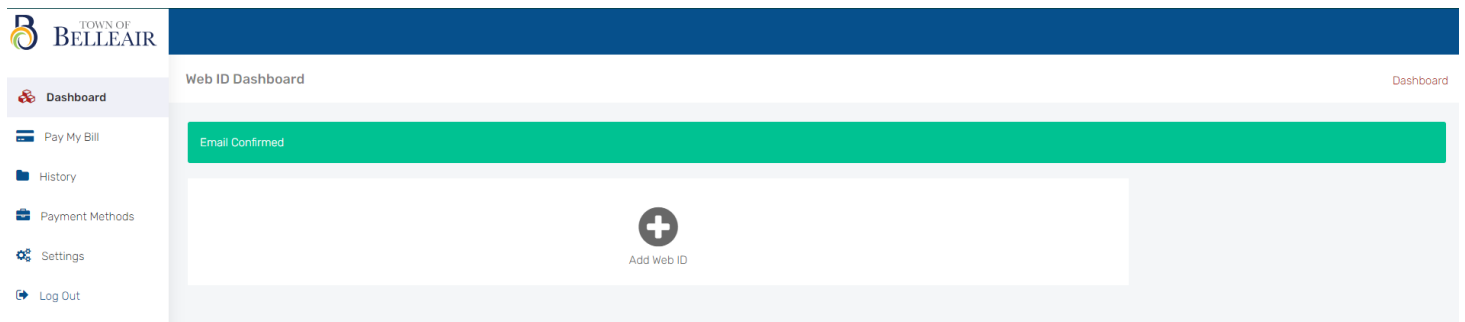


You are required to verify your email address. Log into your email account, locate the verification email with the confirmation code.

Type the code into the box provided and click the submit code button.



Your email address has been confirmed.



You are now able to add your account to your dashboard. Click on the Add Web ID icon



You are now on the Add New Web ID screen.

Type in the first three characters of the payor name as it appears on the bill.



Type in the Web ID associated with your account and click the submit button.

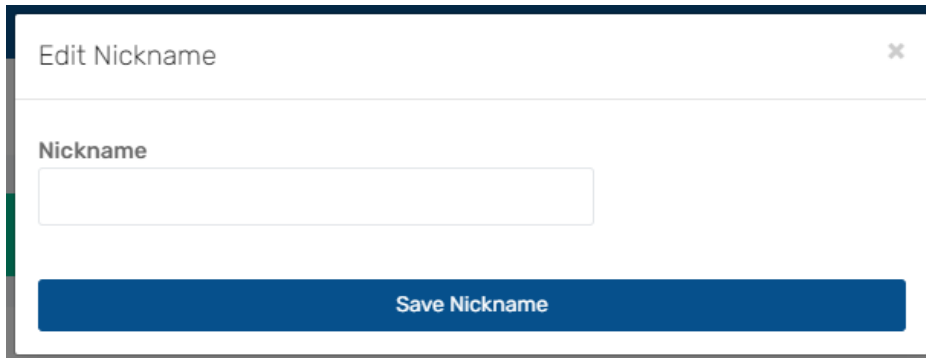


You are now able to see your account detail

From this screen you can:

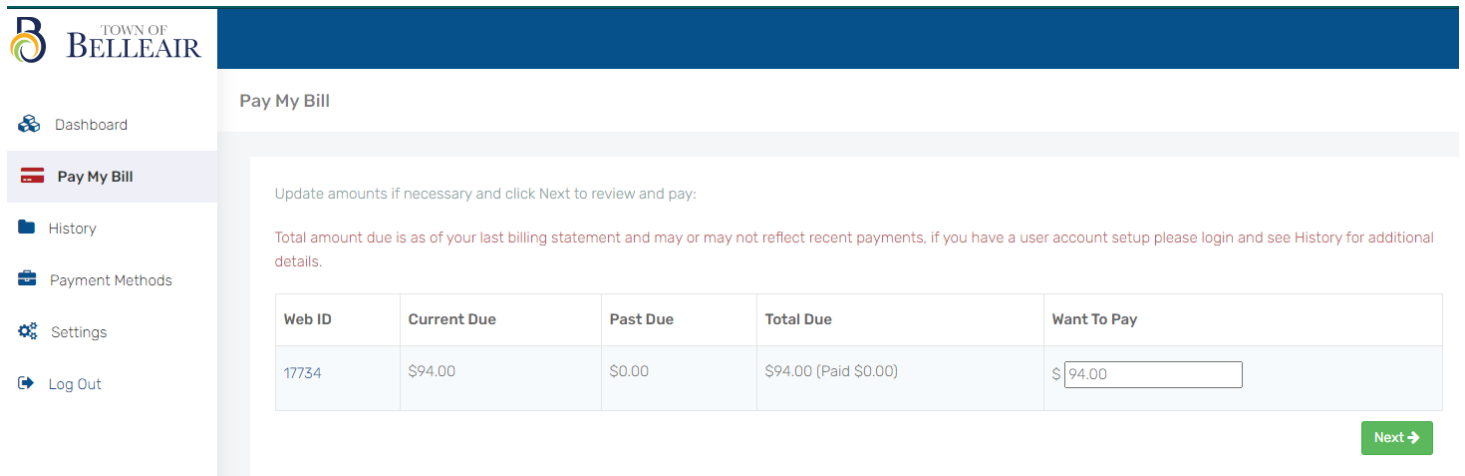
Nickname your account.

- Click Edit Nickname on the right of the screen. 
- Type in the account name you choose then click Save Nickname button. 



Pay your bill.

- Click Pay Bill button. 



TOWN OF BELLEAIR

Dashboard

Pay My Bill

History

Payment Methods

Settings

Log Out

Pay My Bill

Update amounts if necessary and click Next to review and pay:

Total amount due is as of your last billing statement and may or may not reflect recent payments, if you have a user account setup please login and see History for additional details.

Web ID	Current Due	Past Due	Total Due	Want To Pay
17734	\$94.00	\$0.00	\$94.00 (Paid \$0.00)	\$ <input type="text" value="94.00"/>

Next →

- Type in the amount you wish to pay in dollars and cents, then click the Next button.

Next →

Pay My Bill

Review Amounts, Choose payment method and click Pay to complete transaction:

Web ID	Current Due	Past Due	Total Due	Want To Pay
17734	\$94.00	\$0.00	\$94.00 (Paid \$0.00)	\$1.00

Total Amount from Above:	\$1.00
(3.00% Minimum \$2.00) Fee:	\$2.00
Final Total To Pay:	\$3.00

Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to paying the amount listed.

- You are now on the payment detail page. This screen shows you:
- Total Amount from Above - the amount to be applied to your account
- Fee - the processing fee(s) 3% of transaction amount or \$2.00 minimum fee, whichever is greater
- Final Total To Pay – the total amount to be deducted from your credit card

Setup Paperless Billing

- Click Paperless button 

Settings

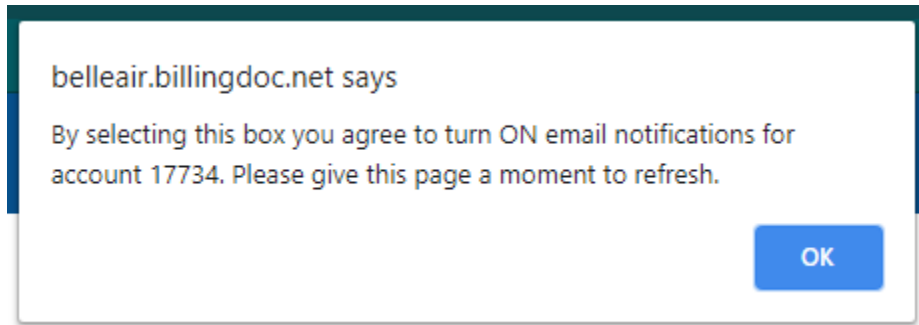
\$ AutoPay	 Paperless	 Account	 Password
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Update your Paperless settings here:

By checking the "Check for Notification" boxes on either email or text notifications you agree to receive notification that your bill is available to view at this site once you have logged on with your user name and password.

Account Number	Email Notification to jlo3324@gmail.com	Text Notification
17734	<input type="checkbox"/> Check for Notification	No confirmed number available





Checkmark the box next to Check for Notifications. A pop-up message will appear. Click the OK button.



Setup Automatic Payments

- Click AutoPay button 

Settings

 AutoPay	 Paperless	 Account	 Password
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Update your AutoPay settings here: (Must have a Payment Method First).
Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to paying the amount listed.

Account Number	Payment Method	Next Payment	
17734	Not set	Not set	Add a payment method

- Click on the Add a payment method on the right side of the screen.



Add Payment Method

- Click on the Add Payment Method icon
- Type in your required credit card information in the boxes provided. Check your information to make sure it has been entered correctly. Click Save Card

View your statement history by clicking on the See Statement History link

- Once you have established your account the system will start compiling your statement history for you to view.

View your payment history by clicking on the See Payment History link

- Once you have made payments on your account under your username and password the system will start compiling your payment history for you to view

Add another account by clicking on the Add Additional Web ID(s)

- Type in the required information then click the submit button

Setup and save your Payment Methods (wallet) for your convenience by clicking on the Payment Methods link