CITY HALL SYSTEMS

HOW TO MAKE A PAYMENT ON EPAY.

The progress bar at the top of the webpage tracks your progress.

1. Select Municipality  
2. Search for Bills  
3. View Bill Cart  
4. Select Payment  
5. Confirm Payment  
6. View Receipt

**Step 1: Select Municipality**

Click on the dropdown menu to open and select your state and municipality.

Proceed to Step 2 by clicking the grey button labeled ‘Click here to VIEW or PAY your bills’ as shown below.
**Step 2: Search for Bills**

Select your bill type. Some towns might display department drop menus that will need to be used to access the bill types by department while others simply have all the bill types listed for selection. Click the bill type you are trying to access. The center of the screen will change to collect the necessary information to access your bill of choice. Fill in the requested information and click the grey button labeled ‘Click here to search.’ Confirm that the search results have found the bill you want to pay. You have three options when adding the bill to your cart. Many bills types allow you to select the Due Balance, the Full Balance, or Other and enter the amount you would like to pay. Proceed to Step 3 by clicking the grey button labeled ‘Add to Cart’

**Step 3: View Bill Cart**

This step will display the bills in your cart. You have the option on this screen to add additional bills to your cart by clicking ‘Add additional Items to Cart’ which will bring you back to Step 2 or ‘Proceed to Checkout’ will bring you to Step 4.
**Step 4: Select Payment**

Now you will be prompted to enter your payment information. There are two payment options. eCheck will debit your checking/savings account by collecting your routing and account numbers or you can pay with a credit card by entering the required information. An email address is collected at this time so that a receipt can be emailed upon completion.

Once all required fields are completed the next step is to click the ‘Click here to review and pay’ box that applies to your payment method. A pop-up box will appear with information pertaining to your transaction. Once accepted you will proceed to Step 5.
**Step 5: Confirm Payment**

This is the final review of the bill(s) you are about to pay and your payment method. Once reviewed for accuracy you will complete the payment by clicking ‘Click HERE to complete your payment.’

<table>
<thead>
<tr>
<th>TYPE</th>
<th>YEAR</th>
<th>NUMBER</th>
<th>NAME</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate</td>
<td>2020</td>
<td>20013473</td>
<td>5 - 7 STEVENS AVE INC</td>
<td></td>
<td>$546.51</td>
</tr>
</tbody>
</table>

**Step 6: View Receipt**

The final steps will provide an on-screen receipt in addition to a grey button offering a PDF version for printing or saving. An electronic copy will automatically be mailed to you. Your transactions in now complete.