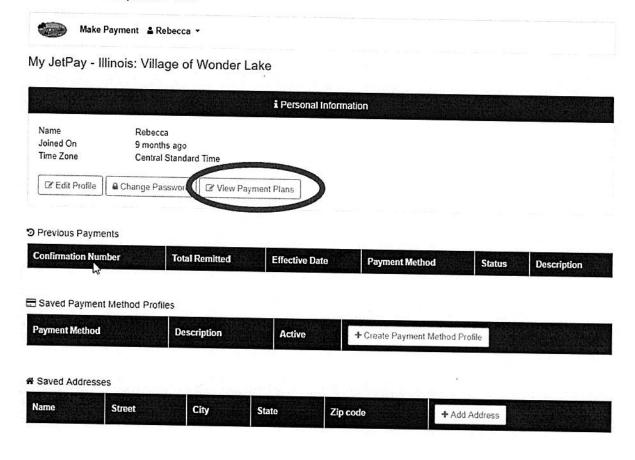
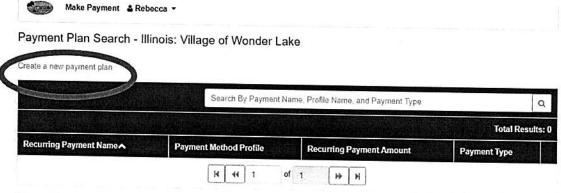
# Village of Wonder Lake

## Setting up a recurring payment:

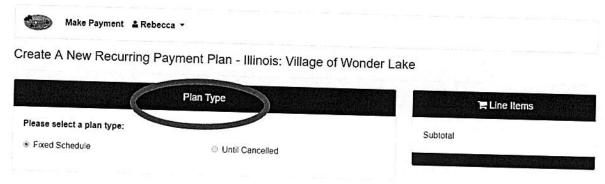
- 1. Log in as Customer \*If account has not been created yet, click "Create an account" button
- 2. Click "View Payment Plans"



3. Click "Create a new payment plan"



Dates and Times shown in (UTC-06:00) Central Time (US & Canada)

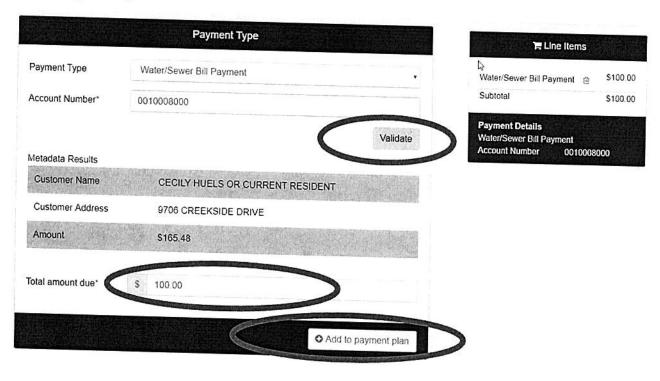


#### **Choose Plan Type**

Fixed Schedule – finite start and stop date

Until Cancelled – unknown stop date and will continue until physically cancelling payment plan

### Choose Payment Type



Water/Sewer Bill Payment

Enter in Account Number, click Validate

Metadata results will show to customer - Name, Address & Amount

In "Total amount due" box, key in the amount you want to set up for recurring payment on your account. For instance, if you want to pay \$100 per month toward your account, type in 100.00. Then click "Add to payment plan" button. You will then see the amount in right column — "Line Items"

<b>经验的证据证据的证据证据证据证据</b>	Payment Information
How would you like to s	specify payment amount?
<ul><li>Number of Payments</li></ul>	
Amount per payment	<b>S</b> ,
How often would you like	ke to pay?
Frequency	Select Frequency
Start Date	mm/dd/yyyy
Please describe the pay	ment plan.
Description	
Description	
Description	
Description	Billing Address
	Billing Address
Billing Name	Billing Address
Billing Name	Billing Address
Billing Name Address	Billing Address
Billing Name Address Address Line 2	Billing Address
Billing Name Address Address Line 2	Select a State
Billing Name Address Address Line 2 City	
Billing Name Address Address Line 2 City State Zip Code	Select a State
Billing Name Address Address Line 2 City State Zip Code Phone Number	Select a State

You must enter the number of payments (for example, if the amount is \$100, and you choose 5 payments, it will schedule the amount of \$20 per payment to cover the total amount of \$100.)

Select the frequency, start date, and description of the payment.

Billing Address is not mandatory, however email is.

If you already have a payment profile (which your credit card is stored under) then you can select that profile to use for payment. If not, you must select a payment method (Credit Card or echeck), which will then prompt you for the information on your card or your echeck.

To save this information, click the save button at the bottom.

The system will then present you with a schedule for your payments like below:

# Thank You for Scheduling Your Payments 7/30/2019 1:48 PM Central Standard Time Created Item Amount Water/Sewer Bill Payment \$20.00 Subtotal: 20.00 483313 \*\*\*\*\* 4385 expires 06/2021 (100.00)Total Amount Scheduled: (100.00)**Scheduled Dates** Amount Aug 15, 2019 \$20.00 Sep 15, 2019 \$20.00 Oct 15, 2019 \$20.00 Nov 15, 2019 \$20.00 Dec 15, 2019 \$20.00

#### Payment Details

Water/Sewer Bill Payment 0010008000 - \$20.00