

# 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"

Make Payment Rebecca ▾

My JetPay - Illinois: Village of Wonder Lake

**Personal Information**

Name: Rebecca  
Joined On: 9 months ago  
Time Zone: Central Standard Time

[Edit Profile](#) [Change Password](#) [View Payment Plans](#)

**Previous Payments**

Confirmation Number	Total Remitted	Effective Date	Payment Method	Status	Description
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**Saved Payment Method Profiles**

Payment Method	Description	Active	<a href="#">+ Create Payment Method Profile</a>
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**Saved Addresses**

Name	Street	City	State	Zip code	<a href="#">+ Add Address</a>
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3. Click "Create a new payment plan"

Make Payment Rebecca ▾

Payment Plan Search - Illinois: Village of Wonder Lake

[Create a new payment plan](#)

Search By Payment Name, Profile Name, and Payment Type

Total Results: 0

Recurring Payment Name	Payment Method Profile	Recurring Payment Amount	Payment Type
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1 of 1

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

Make Payment Rebecca ▾

Create A New Recurring Payment Plan - Illinois: Village of Wonder Lake

**Plan Type**

Please select a plan type:

Fixed Schedule                       Until Cancelled

**Line Items**

Subtotal

**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**

**Payment Type**

Payment Type:

Account Number\*:

Metadata Results

Customer Name	CECILY HUELS OR CURRENT RESIDENT
Customer Address	9706 CREEKSIDE DRIVE
Amount	\$165.48

Total amount due\*

**Line Items**

Water/Sewer Bill Payment	\$100.00
Subtotal	\$100.00

**Payment Details**

Water/Sewer Bill Payment  
Account Number 0010008000

**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"

## Payment Information

How would you like to specify payment amount?

Number of Payments

Amount per payment

How often would you like to pay?

Frequency

Select Frequency ▼

Start Date

mm/dd/yyyy

Please describe the payment plan.

Description

## Billing Address

Billing Name

Address

Address Line 2

City

State

Select a State ▼

Zip Code

Phone Number

Email\*

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	
Created	7/30/2019 1:48 PM Central Standard Time
Item	Amount
Water/Sewer Bill Payment	\$20.00
<b>Subtotal:</b>	20.00
483313 ***** 4385 expires 06/2021	(100.00)
<b>Total Amount Scheduled:</b>	(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
<b>Payment Details</b>	
Water/Sewer Bill Payment	
0010008000 - \$20.00	