

How to Make an Online Payment

Making An Online Payment via ePay for PayPal

This document covers how the customer makes an online payment when E-Billing is registered.



Sign In

New to City of Progress eCommerce? **OR** **Used City of Progress eCommerce before?**

If you want to sign in, you'll need to register first.

Registration is **fast & easy!**

[Register ->](#)

Sign in with your User ID and Password.

User ID

Password

[Forgot your username?](#)
[Forgot your password?](#)

[Sign In](#)

They begin by signing in.

Depending on which additional modules are registered the options below may differ, but the important

one is . Click this one to continue.

Depending on which modules are registered at the city the customer will be presented with a different list of payment options. In this case we have all modules registered so all payment buttons are visible:



For the sake of our example the customer is making a payment on their Utility Bill so they will click the



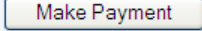
button to continue.

Now they just need to enter the payment details:

A payment form with the following fields and buttons:

- Account #:** 0001
- Amount:** 100
- Convenience Fee:** \$3.35
- Buttons:** "Make Payment" and "Clear Form"

As you can see, the Convenience Fee is automatically calculated for them based on the total amount that they are paying. **Notice the Account Number! If the account number that the customer typed is not an EXACT MATCH to their account in ~~asyst~~ then their payment may be rejected! (this will be demonstrated later)**

After they have entered the payment information they click the  button to continue.

Next they will see the payment information screen:

Fill out the form below to make your credit card payment (all **bold** fields are required).

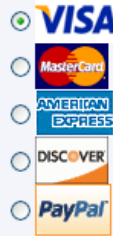
This payment will appear on your statement as USTI ePay

Electronic payments are not refundable.

Any convenience fee is non-refundable.

Payment Information

Card Type:



Amount Due: \$100.00

Convenience Fee: \$3.35

Total Amount: \$103.35

Credit Card Number:

CVV2/CVC2 Number: * See note below

Expiration Date: Month Year

First Name:

Last Name:

Billing Address:

Billing Address (cont):

City:

State/Prov./Terr.:

Postal/ZIP Code:

I accept the convenience fee of \$3.35.

After they have entered, all of the required information as it appears on the credit card that they are attempting to make the payment with they need to **accept the Convenience Fee** and click the

button to submit the payment.

After the payment has been submitted they will see a confirmation message:

Your payment in the amount of \$71.93 for Utility Bill account 0001, using a credit card ending in 6789, has been approved. Your confirmation code is **000310**. Please allow 1 to 2 business days for the payment to be applied to your account.

Thank you for your payment.

[Main Menu](#) [Back to Account List](#)

Additionally, they will receive an automatic email at their registered email address with their payment confirmation information:

City of Progress Payment Receipt

Your payment in the amount of \$71.93 for Utility Bill account 0001, using a credit card ending in 6789, has been approved. Your confirmation code is **000310**. Please allow 1 to 2 business days for the payment to be applied to your account.

Thank you for your payment,
City of Progress eCommerce System

**Note: If they do not receive this email, make sure that they have not blocked webmaster@jUSTInter.net from their list of Senders.*