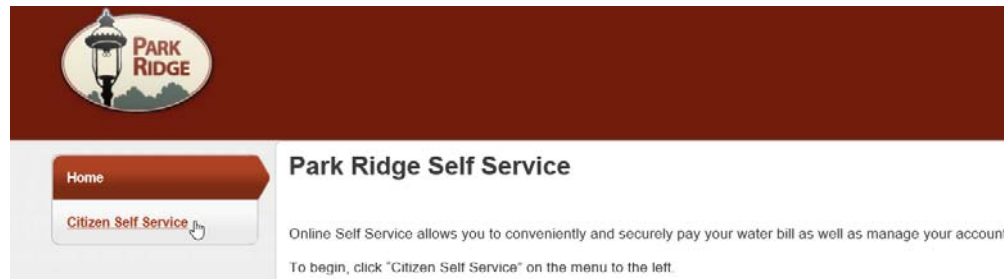


Step-by-Step Instructions for Online Water Payments

Go to: www.parkridge.us/waterbill

Click on "Citizen Self Service"



Click "Register" to create a username and password

Log in to access

- Utility Billing

User name

Password

[Forgot your password?](#) | [Register](#)

Enter login credentials and click "Save"

Home

Citizen Self Service

Utility Billing

Self-Registration

- *User ID (between 1 and 20 characters)
- *Re-type user ID
- *Password (between 8 and 15 characters)
- *Re-type password
- *Password hint
- *Email address

Enter these validation numbers into the box below them

Save

Click on "Link to Account"

Home

Citizen Self Service

Account Settings

PARKRIDGEEXAMPLE

Account Information

Now logged in as	PARKRIDGEEXAMPLE
Last successful login	7/19/2017
Last failed login	7/19/2017
Password last changed	7/19/2017
Password expires in	3044 days Change Password
E-Mail address	Change E-Mail Address

Linked Accounts

Existing accounts can be "linked" to your self-service user id. These links give you quick access to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove" will appear below. Click a module's "link to account" to reach the page where new account links can be created, and where additional instructions are provided.

Utility Billing Accounts	
Account	Customer
There are currently no linked accounts.	
Go To Module Homepage	

link to account

Enter your account and customer number (look on your water bill) and click "Update"

Utility Billing Account Link Setup

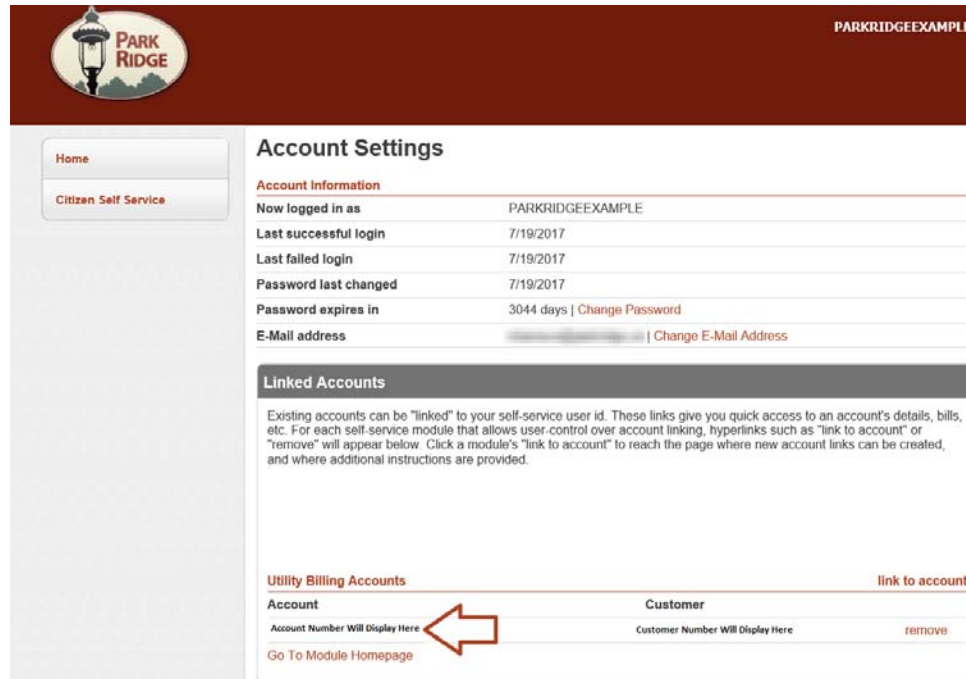
To establish a new Customer Account Link, enter the required values below.

What is your Utility Billing Account Number *

What is your Customer Number *

* indicates required field

Click on your account number listed under Utility Billing Accounts



PARK RIDGE PARKRIDGEEXAMPLE

Home
Citizen Self Service

Account Settings

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Utility Billing Accounts	Customer	link to account
Account	Customer	
Account Number Will Display Here	Customer Number Will Display Here	REMOVE

[Go To Module Homepage](#)

Click "Pay Now"

Your Current Balance	
Amount Due Now	\$13.46
Payment Due Date	1/20/2019

[Pay Now](#)

Click "Add to Cart"


[Show Past Bills](#)

Balance Due
\$13.46 Bill Details
Total Due: \$13.46

Add to Cart

select bills you would like to pay now, then click "Add to Cart"

Click "Checkout" (Located in the upper right hand corner of screen)


My Cart (1 item)

Unit Price: 12.12000	\$13.46
Total: \$13.46	
Review Cart	Checkout

Enter the Billing Name and Billing Address that is associated with the credit card you will be using and then click "Continue"

Pay Bills

Billing Address

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	<input type="text" value="First Name Field"/>
Last name *	<input type="text" value="Last Name Field"/>
Address line 1 *	<input type="text" value="100 Main Street"/>
Address line 2	<input type="text"/>
City *	<input type="text" value="New York"/>
State * two letter abbreviation	<input type="text" value="NY"/>
Zip code *	<input type="text" value="10001"/>
Contact phone number *	<input type="text" value="(212) 555-1234"/>
E-Mail * for your e-mail confirmation	<input type="text" value="jdoe@company.com"/>

Click "Continue" again (During this step you can modify the payment amount)

Due Now	Payment Amount
\$13.46	<input type="text" value="\$ 13.46"/>

Enter your credit card details and Click "Next Step: Review Payment"

The screenshot shows the JetPay payment interface. At the top, the JetPay logo is visible. Below it, the page title is "Make A Payment - Payment Information - Illinois: City of Park Ridge". There are two main tabs: "Cart Information" (highlighted in green) and "Payment Information" (highlighted in blue). The "Payment Information" tab is active, showing a form titled "Please select your Payment Method". The "Credit Card" option is selected. The form fields include: Name on Card, Card Number, Expiration Month, Expiration Year, Security Code, Card Zip Code, Amount Due (\$ 13.46), and Payment (\$ 13 . 46). To the right, there is a "Shopping Cart" summary showing "Utility Bills" for \$13.46, a "Subtotal" of \$13.46, and a "Projected Card Fee" of \$0.00. Below the cart summary is a "Payment Details" section with "Utility Bills" for \$13.46 and a "Cancel Transaction" button. At the bottom of the form, there are two buttons: "Back to Payment Information" and "Next Step, Review Payment".

JetPay

Make A Payment - Payment Information - Illinois: City of Park Ridge

Cart Information | Payment Information

Payment Information

Please select your Payment Method

Credit Card

Name on Card

Card Number

Expiration Month

Expiration Year

Security Code

Card Zip Code

Amount Due \$ 13.46

Payment \$ 13 . 46

Shopping Cart

Utility Bills	\$13.46
Subtotal	\$13.46
Projected Card Fee	\$0.00

Payment Details

Utility Bills
\$13.46

Cancel Transaction

Back to Payment Information | Next Step, Review Payment

Click the checkbox to agree to the "Payment Terms of Service" and then click "Make Payment"

JetPay

Make A Payment - Review Payment - Illinois: City of Park Ridge

Cart Information | Payment Information

Review Payment

Item	Amount
Utility Bills	\$13.46
Total Amount Due:	\$13.46
expires 03/2019	(\$13.46)
Total Payment Methods:	(\$13.46)

Billing Contact Information

I agree to the [Payment Terms of Service](#) and authorize this payment.

[Back to Payment Method](#) [Make Payment](#)

Shopping Cart


Utility Bills	\$13.46
Subtotal	\$13.46

Payment Details




Utility Bills
\$13.46

[Cancel Transaction](#)


Print or Save your Receipt

JetPay Login 


Make A Payment - Receipt - Illinois: City of Park Ridge


  

Thank You for Your Payment
Approved
2/13/2019 3:34 PM Central Standard Time


Customer Name 

Effective Date
2/13/2019

Approved 

Item	Amount
Utility Bills	\$13.46
Subtotal:	\$13.46
Total Charged to: Visa  expires 03/19	\$13.46
Total Amount Paid:	\$13.46

Collection Mode: Web

Payment Details
Utility Bills
 - \$13.46