

# Instructions for First Time Users

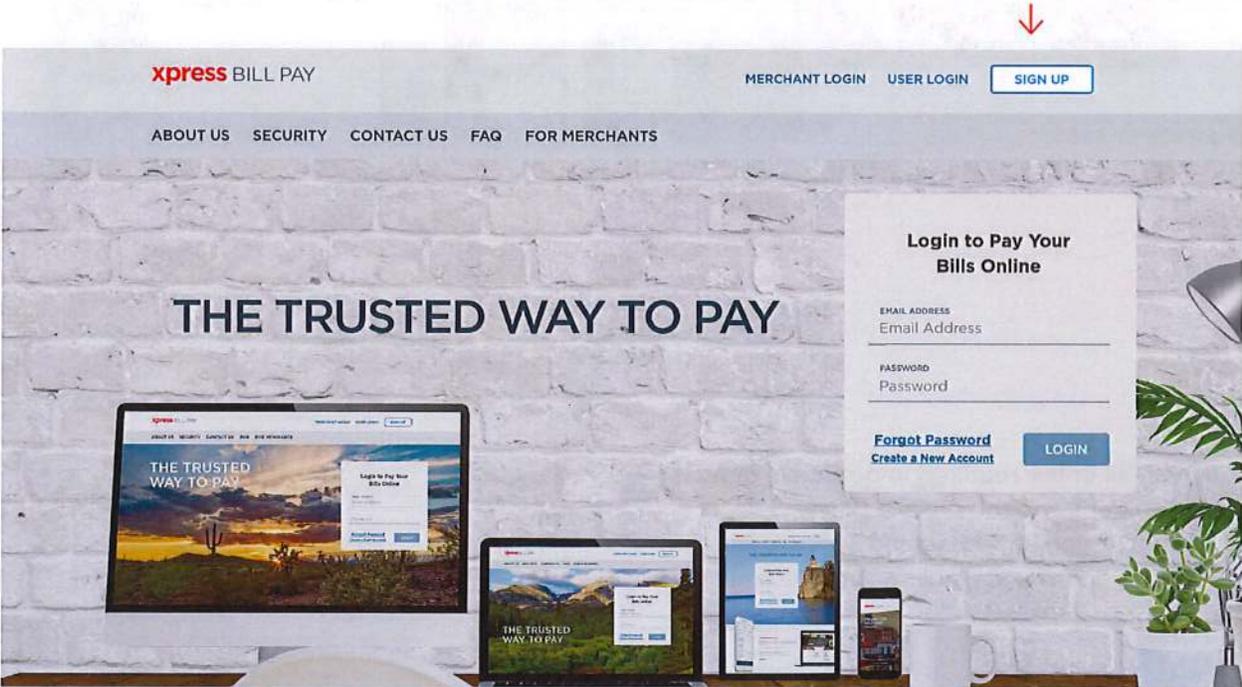
**STEP 1:** Go to [www.xpressbillpay.com](http://www.xpressbillpay.com)

You probably arrived here via a link from your billing organization's website. Perhaps you are here because you received a mailer with your bill informing you that this new service is available to facilitate the payment of a bill online.

Whatever the reason, this instruction set is designed to help you create a secure login, link a bill for display each time you login, and walk you through the payment pro-

cess. Other features are available, including auto pay, bill history, payment history, etc. These additional features are covered in other documents.

Let's begin by selecting the **"SIGN UP"** button at the top of the screen on our main Home Page. You will be presented with the following screen.

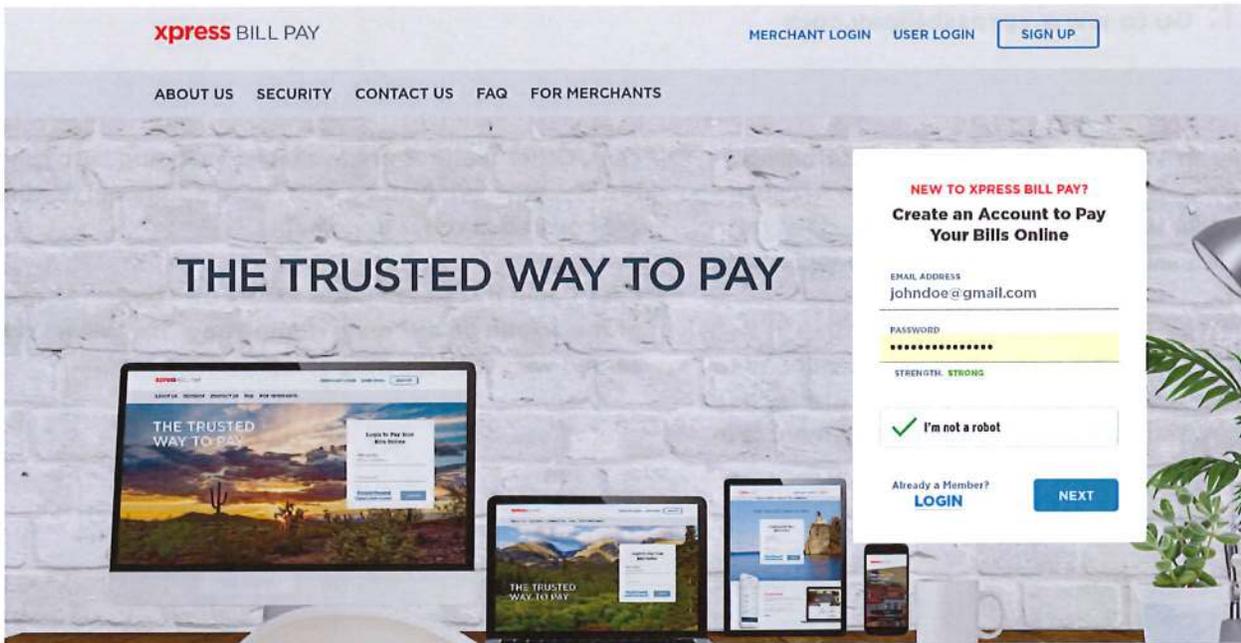


CONTINUE TO STEP 2



## STEP 2: Set Up New Account Information

Fill in the **email address** and **password** fields, click in the box **“I’m not a robot”** and follow the instructions as prompted. Select **“NEXT”** to continue.



Fill in the form with all of the required information. Read the terms and conditions and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy. When completed select **“NEXT.”**

|                          |                           |
|--------------------------|---------------------------|
| ACCOUNT TYPE<br>Personal |                           |
| FIRST NAME<br>John       | LAST NAME<br>Doe          |
| PHONE<br>(123) 456-7891  | ADDRESS<br>123 Any Street |
| CITY<br>Anytown          | STATE/PROVINCE<br>Arizona |
| ZIP/POSTAL CODE<br>85253 |                           |

**Terms and Conditions:**

Please read the Terms & Conditions and Privacy Policy. They contain important information concerning the privacy and security of your information. You must agree to the Terms & Conditions and Privacy Policy to continue.

I have read and agree to the Terms & Conditions and Privacy Policy

NEXT

CONTINUE TO STEP 3



### STEP 3: Secure Verification

You will receive a message that you need to **verify your email address**. Please log in to your email account and open the email "Verify email address for Xpress Bill Pay" from no-reply@xpressbillpay.com.

In the email, click the **"Verify Email"** option.

#### JUST ONE MORE STEP...

Please verify your email address so you can sign in if you ever forget your password. We've sent a confirmation email to

john.doe@email.com

If you have not received it, you can resend the confirmation email

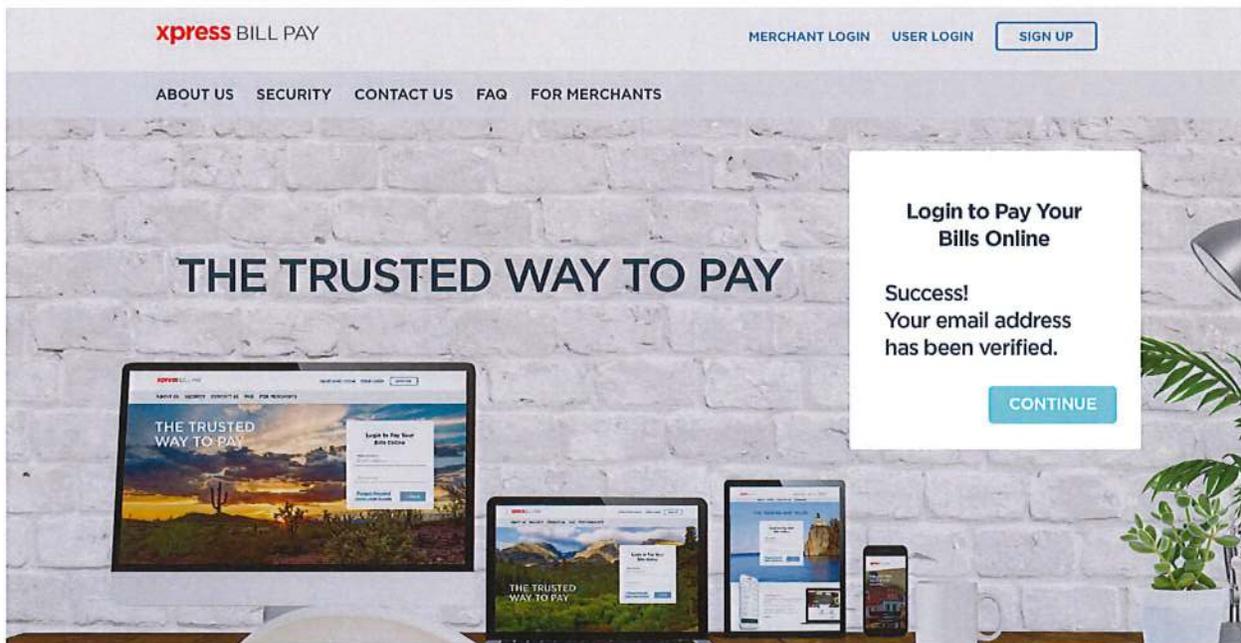


## xpress BILL PAY

### Verify Email Address

If you registered for an Xpress Bill Pay account using your email address of john.doe@email.com, continue below to enable your account. If you did not register for an account, please disregard this email.

Verify Email



You will automatically be redirected to the screen below where you can click **"CONTINUE"** to log in.

CONTINUE TO STEP 4



## STEP 4: Locate Billing Organization

Xpress Bill Pay provides you the ability to view and pay bills to multiple billing organizations from an easy-to-use interface. You need to link your account with the billing organization to this new login you have created with Xpress Bill Pay. The following steps will need to be completed only once per account.

**Select your city** or billing organization from the list of organizations on the page.

If your organization is not listed, type the name in the field below **“Find your billing organization”** and select **“Search.”**



CONTINUE TO STEP 5



## STEP 5: Locate Account

**Add New Account** Step 2 of 3

Enter the following information as it appears on your Draper City bill:

Bill Type  Utility

Account Number

Last Name or Business Name

[Back](#)

Enter the requested information on the **“Add New Account”** screen. You are required to have your billing account number and enter your last name or business name as it appears on the bill. You can find your account number on a bill that you have previously received. Select **“Locate Account.”**

**Add New Account** Step 3 of 3

Utility Account #12345 for City of Anytown

|  |  |
|--|--|
| <b>BILLING ADDRESS</b><br>DOE, JOHN<br>123 ANY STREET<br>ANYTOWN, AZ 85253 | <b>SERVICE ADDRESS</b><br>123 ANY STREET |
|--|--|

Opt in for Paperless

[Back](#)

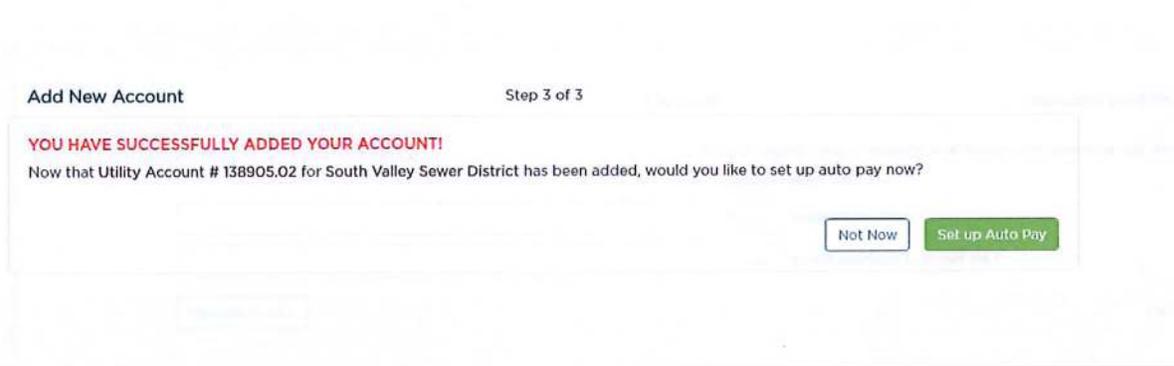
When the account is located, the information concerning the account is displayed. Please verify that your information is correct.

Select **“Add New Account”** if the account information matches. Select **“Back”** if it does not. If you receive any other message when you perform the account search, reference the error and contact your billing organization if a bill is not found.

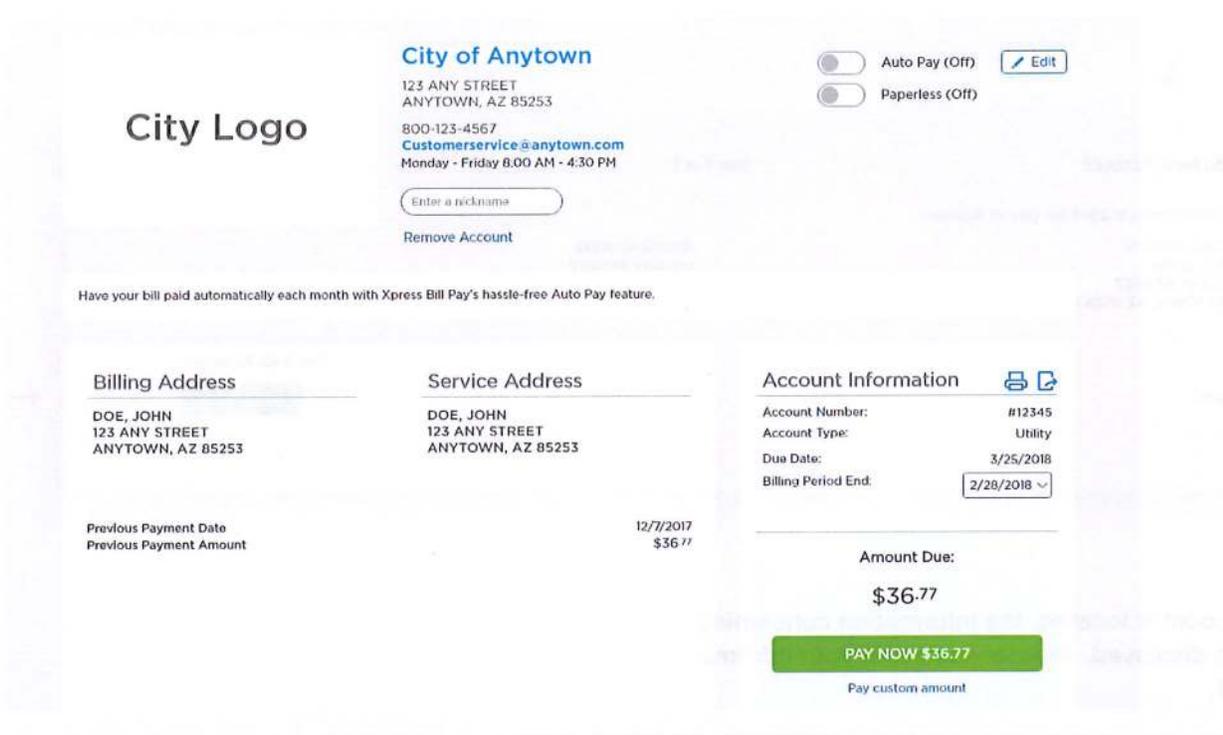
CONTINUE TO STEP 6



## STEP 6: Manage Accounts



You have now successfully linked your first account to your new login. If you would like to set up an **Auto Pay** for this account, select **“Set up Auto Pay.”** If not, click, **“Not Now,”** and you will be taken back to your main account page. You will be able to set up an Auto Pay at any time. As you add more accounts, they will all be listed on your **“Accounts”** page.



If you have other organizations that you want to link, select **“Add Accounts”** and follow the previous steps. To begin paying a bill, select **“PAY”** and you will be taken to the cart checkout.

CONTINUE TO STEP 7



## STEP 7: Cart Checkout

**Bill Cart**

Cart Contents

**City of Anytown**  
Utility

ACCOUNT #: 12345    DUE: 6/20/2016    AMOUNT: \$36.77

123 ANY STREET  
ANYTOWN AZ 85253

Remove | Edit Amount

Remove All | Add More Bills to the Cart ←

Cart Summary

Total Amount:  
**\$36.77**

Proceed to Checkout ←

If this is the only bill you want to pay, select **“Proceed to Checkout.”** If there are additional bills you wish to pay, select **“Add More Bills to the Cart.”**

When you select **“Proceed to Checkout”** you will then be able to choose which type of **payment method** you wish to use. There are several options including an electronic funds transfer from a checking or savings account, or a Credit/Debit card.



**Checkout**

Payment Options

Accepted Pay Method(s)

Discover VISA MasterCard Discover American Express

Select Pay Method

Select Pay Method

Receipt Options

Email | Johndoe@email.com

+ Add New Email

Payment Details

Payment Amount:  
**\$36.77**

Please select a pay method.

Review and Confirm

If the billing organization that you are paying accepts both forms of payment, you can choose a previously saved method, add a new method, or delete an old one by selecting under **“Select Pay Method”** at the top of the screen.

CONTINUE TO STEP 8



# STEP 8: Cart Checkout

Enter the information for each field on the "Select Pay Method" screen.

## Bank Account

**Checkout**  
Payment Options

Accepted Pay Method(s)

Payment Details  
Payment Amount: **\$36.77**

Select Pay Method

Select Pay Method

**Add New Payment Method**

Payment Type  
Bank Account (Recommended)

Checking

Routing Number  
 26, N.A. DEFA ZIONG BANK

Account Number

Verify Account Number

Hold Only?

**Billing Information**

First Name  Last Name   
 Address  City   
 State  ZIP

**Contact Information**

Phone Number  Email Address

PCI Security Standards Council  
 Payment Amount: **\$1.00**

Please select a pay method

If you elect to pay with a **bank account from checking**, please be certain that you enter the routing number from a check. The routing number from a deposit slip is **NOT** valid and the payment will be returned.

## Credit/debit Card

**Checkout**  
Payment Options

Accepted Pay Method(s)

Payment Details  
Payment Amount: **\$36.77**

Select Pay Method

Select Pay Method

**Add New Payment Method**

Payment Type  
Credit/Debit Card

Card Number

Name on Card

Expire Month  Expire Year   
 Security Code

**Billing Information**

First Name  Last Name   
 Address  City   
 State  ZIP

**Contact Information**

Phone Number  Email Address

PCI Security Standards Council  
 Payment Amount: **\$1.00**

Please select a pay method

When paying with a **credit or debit card**, be sure to verify the billing address. An incorrect address can cause delay or decline of the card.

CONTINUE TO STEP 9



## STEP 9: Payment Receipt

With a successful payment, a green **“SUCCESS!”** message will display. If the payment is unsuccessful for any reason, you will receive a message stating why the payment was unsuccessful. You may print the receipt for your records by clicking the printer image in the upper right corner. You may select **“Back to Home”** to be returned to the **“Accounts”** screen.

« Back to Home  

### SUCCESS!

Your payment has been submitted.  
Here is your receipt.

25 July 2016 @ 12:24PM

| Item  | Amount         |
|---|----------------|
| Anytown Utility for #12345 at 123 Any Street<br>Confirmation Number: 1234<br>Transaction Number: 1234PT<br>Pay Method: Visa *****1111 | \$36.77        |
| <b>Total</b>  | <b>\$36.77</b> |

An email receipt was sent to johndoe@email.com.

[Pay Another Bill](#)

