Instructions for First Time Users

STEP 1 : Go to 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 log in, and walk you through the payment process. Other features are available, including Auto Pay, bill history, payment history, etc. These additional features are covered in other documents.

Let's begin at our home page by selecting the **"SIGN UP"** button at the top of the screen or **"Create a New Account"** from the login box.

SIGN UP

Create a New Account
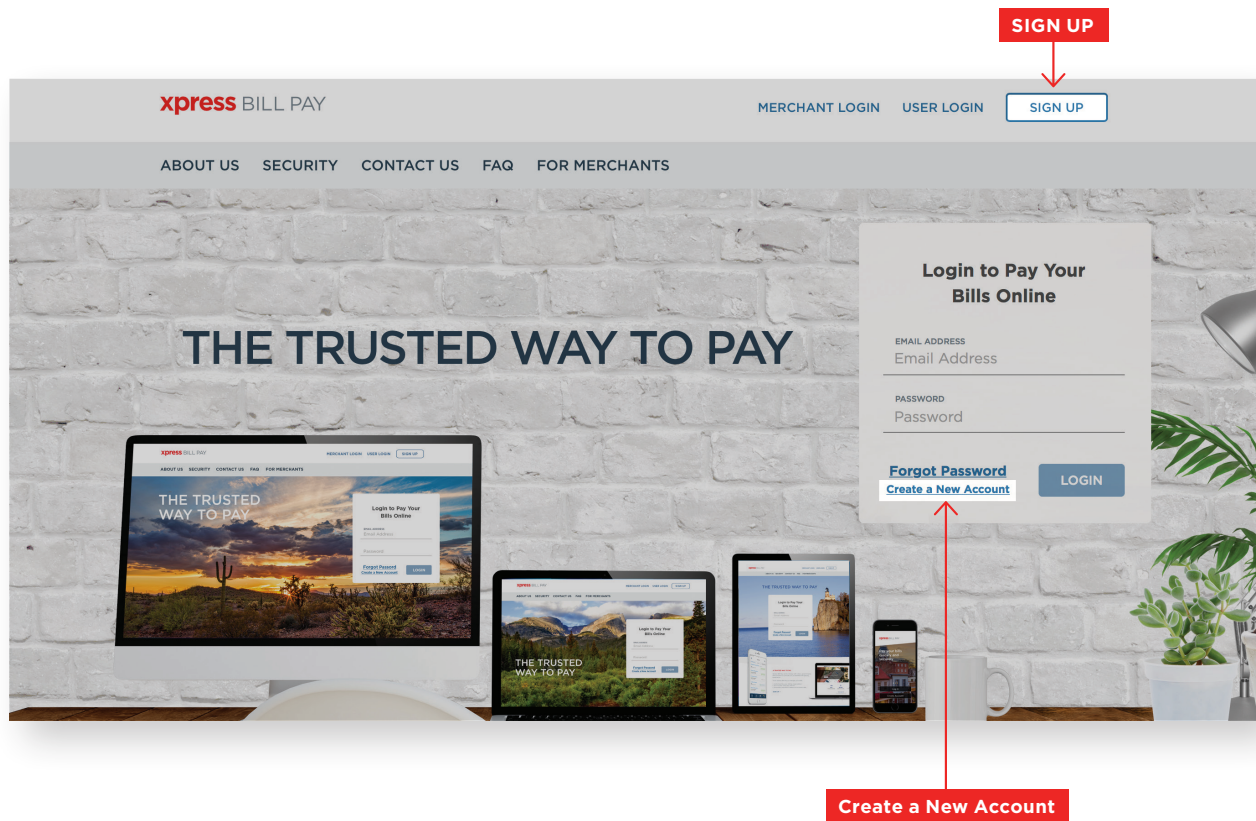
CONTINUE TO STEP 2

STEP 2: Set Up New Account Information

Fill in the email address and password fields and click **"NEXT."** Certain browsers require verification that you are not a robot. If your browser requires this, an "I'm not a robot" step will show here as well.


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."**
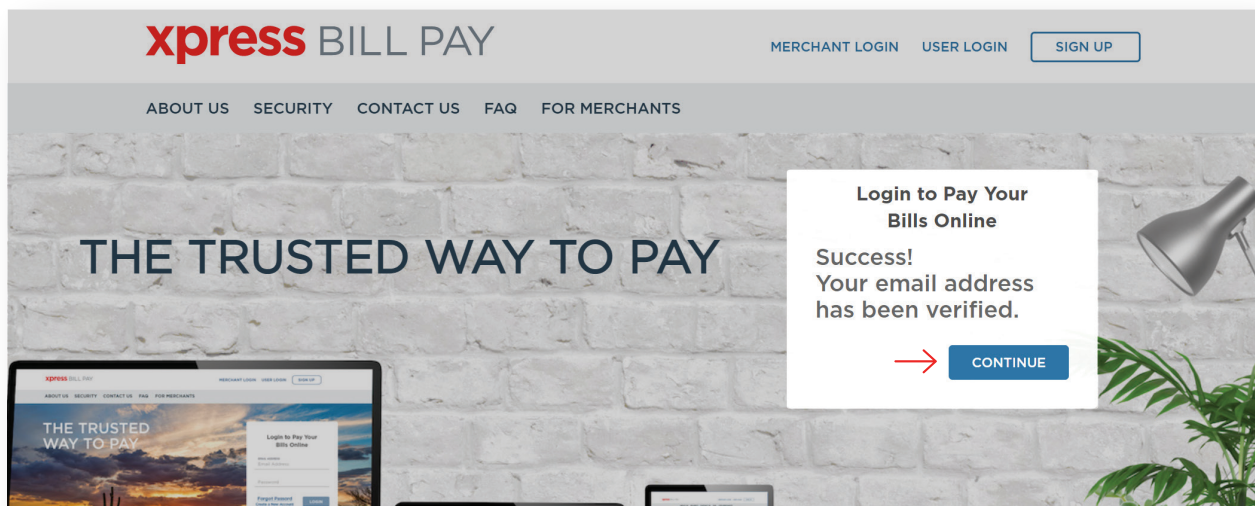
STEP 3: Secure Verification

Next, you will need to verify your email address. Please log into your email account and open the email with the following subject line, "Verify email address for Xpress Bill Pay" from noreply@xpressbillpay.com.
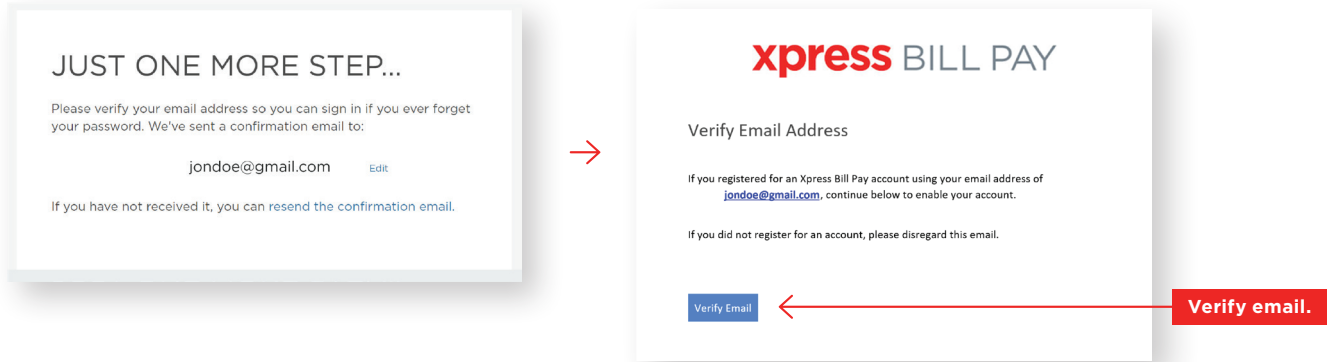
After opening the email, click the
"Verify Email" button.

After clicking the "Verify Email" button, you will be automatically redirected to the screen above. Please click **"CONTINUE"** to log in to your new Xpress Bill Pay account.

CONTINUE TO STEP 4

STEP 4: Receive Text Messages

After your email address is verified, you will see a pop-up window titled **"Receive Text Messages."**
If you would like to start receiving text messages regarding your account, please enter in your mobile number and select **"Save Mobile Number."** By opting in, you will receive messages regarding your statements, payments, and Auto Pays (if applicable), as an additional option along with email notifications. You can edit your notification preferences in your Account Settings.

Receive Text Messages

To start receiving text message notifications, enter your mobile number below. Standard message and data rates may apply.

Mobile Number: (123) 456-7890

Never Ask Me Again   Remind Me Later   **Save Mobile Number**

STEP 5: Locate Billing Organization

Xpress Bill Pay allows you to view and pay multiple bills to multiple billing organizations with an easy-to-use interface. In order to do so, you will need to link each bill to the Xpress Bill Pay login you just created. The following steps will need to be repeated for each bill you'd like to view and pay online.

Add New Account   Step 1 of 3

Find your billing organization:

City of McCall   Search

Billing organizations founded as search (1):

City of McCall
McCall, ID

Once you see your organization, select to continue.

Select City of McCall from the list of organizations on the page.

If City of McCall is not listed, type the name in the field below **"Find your billing organization"** and select **"Search."**

STEP 6: Locate Account

Enter the requested information on the **"Add New Account"** screen. Select LOT Tax. You are required to enter your 3 or 4 digit business license number and your PIN. Then, select
"Locate Account."

→

Add New Account	Step 2 of 2

Enter the following information as it appears on your **City of McCall** bill:

Bill Type ○ Business License Renewal
○ City of McCall Invoice
● LOT Tax
○ Utility

Account Number `4567`

PIN `•••••`

‹ Back   Locate Account   ← Locate Account

Confirmation

Once your account is added, you will receive confirmation.

Bill Type ○ Business License Renewal
○ City of McCall Invoice
● LOT Tax
○ Utility

Account Number `1192`

PIN `•••••`

‹ Back

YOU HAVE SUCCESSFULLY ADDED YOUR ACCOUNT!

Instructions for First Time Users

STEP 7: Manage Account

Select the Accounts Tab to view your account

xpress BILL PAY

🛒   👤 City of McCall ▾

ADD ACCOUNT   ACCOUNTS ←   AUTO PAYS   XPRESS WALLET   HISTORY

	DUE DATE	AMOUNT DUE

Tax Returns   1 Total Account ▾

City of McCall
Account #: 1192
City of McCall   **VIEW**

From your account you will want to select the year for which you would like to view previously filed returns or complete an unfiled return.

You can then view completed returns and file andy returns that have not yet been filed.

Upon selecting the date you would like to file you will be able to file your return. Enter your total sales amount (and lodging sales for lodging establishments). Xpress Bill Pay automatically calculates the amount due for you, including any late penalties you may have. You then have the option to either file your return or save without filing until a later time.

TAX ORGANIZATION
City of McCall

ACCOUNT NAME
City of McCall

ACCOUNT NUMBER
1192

ACCOUNT ADDRESS
216 E Park Street
McCall, ID

TAX RETURN
(25963)

DATE FILED
February 1, 2022

Amount Due:

$30.01

PAY NOW $30.01

Once you are ready to complete your filing you will be given the option to Pay Now.

Upon selecting Pay Now you will be given one last opportunity to review your cart before Proceeding to Checkout.

Bill Cart

Cart Contents

City of McCall Tax - LOT Tax	ACCOUNT #: 1192	DUE:	AMOUNT: 30.01

Remove | Full Amount

Remove All | Add More Bills to the Cart

Cart Summary

Total Amount:

$30.01

○ PAY NOW
○ SCHEDULE PAYMENT ON

Proceed to Checkout

When you select **"Proceed to Checkout,"** you will be able to choose which type of payment method you wish to use. You can pay using an electronic funds transfer from a checking or savings account, or using a credit/debit card. Note: Processing fees apply to payments made online.

« Back to Cart

Checkout

Payment Options

Accepted Pay Method(s)

eCheck VISA MasterCard DISCOVER AMERICAN EXPRESS

Select Pay Method

Select Pay Method

Select Pay Method ⌄

Receipt Options

Email ⌄ jondoe@gmail.com ×

+ Add New Email

Payment Details

Payment Amount:

$68.03

Please select a pay method.

Review and Confirm

STEP 8 : Cart Checkout: Payment Methods

After selecting "Add Payment Method" from the
"Select Pay Method" drop-down, enter the
information for each field.

BANK ACCOUNT

If you select to pay with a checking bank account,
please be certain to enter the routing number from a
check.

CREDIT/DEBIT CARD

When paying with a credit or debit card, please be
certain to verify the billing address.

Once all of the fields are completed, select **"Confirm."**

When you add an email under the **"Contact Information,"** please note that a copy of your
receipt will be sent to that email once your transaction is complete.

STEP 9: REVIEW & CONFIRM

Once your payment method has been selected and all fields are completed, select **"Review and Confirm."**

Review the entered information, and if all is correct, select **"Submit Payment."** If you need to edit some information, select, **"Back to Checkout"** in the top left-hand corner.

STEP 10: : 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 or download the receipt for your records by clicking the printer or download images in the upper right hand corner. You may also select **"Back to Home"** to be returned to the **"ACCOUNTS"** screen, or you can select **"Pay Another Bill."**