

Xpress Bill Pay™

Instructions For First Time Users

1 Go to www.xpressbillpay.com

Merchant Login

Xpress Bill Pay™
Innovative Internet Payment Systems

About Us Security Frequently Asked Questions Contact Us

▶ New to Xpress Bill Pay?
Register, and Start Paying Your Bills Now!
Go >>

▶ Registered User Login

Email Address:
Password:
Login >>
[Forgot your password?](#)

Xpress Bill Pay provides *Fast, Secure* and *Convenient* online bill payment solutions. Now you can manage your entire bill payment process online anytime, anywhere you have Internet availability.

→ **Fast** – no envelopes, stamps or hassles, bills are paid in minutes
→ **Secure** – we use the same high level of security as the leading online banking and financial service sites
→ **Convenient** – email reminders tell you when bills arrive, are due and paid - you can also set auto pay and not worry about them again

McAfee SECURE™
TESTED DAILY 9-APR

VISA SANS
PCI Compliance Information

Save Time and Money using Xpress Bill Pay for your company!

✓ **World class bill payment solutions with world class customer service!**
Xpress Bill Pay's goal is to become the one-stop shop to manage all of your online bill payment needs.

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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 process. 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 "Go" button under "New to Xpress Bill Pay?" on our main Home Page. You will be presented with the following screen.

2 Set Up New Account Information



New Account Setup

Have you already setup an account?

Need to update your email address? Don't create a new account! Simply login to your current account, click "My Information" and update your email login.

Forgot your password? Don't create a new account! Click [HERE](#) to have your password sent to you.

*** Denotes a required field.**

First Name: * Last Name: *

Address: * City: *

State: * Zip: *

Phone: *

Email Address: *
(Your e-mail address will be your Login ID)

Confirm Email: *
(You can change your Login ID at any time by clicking "My Information")

Create a Password: * Confirm Password: *

The password must:

- be at least 7 characters long
- contain at least one alpha character
- contain at least one number
- not contain any spaces

I'm not a robot

reCAPTCHA
Privacy - Terms

Terms and Conditions:

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

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



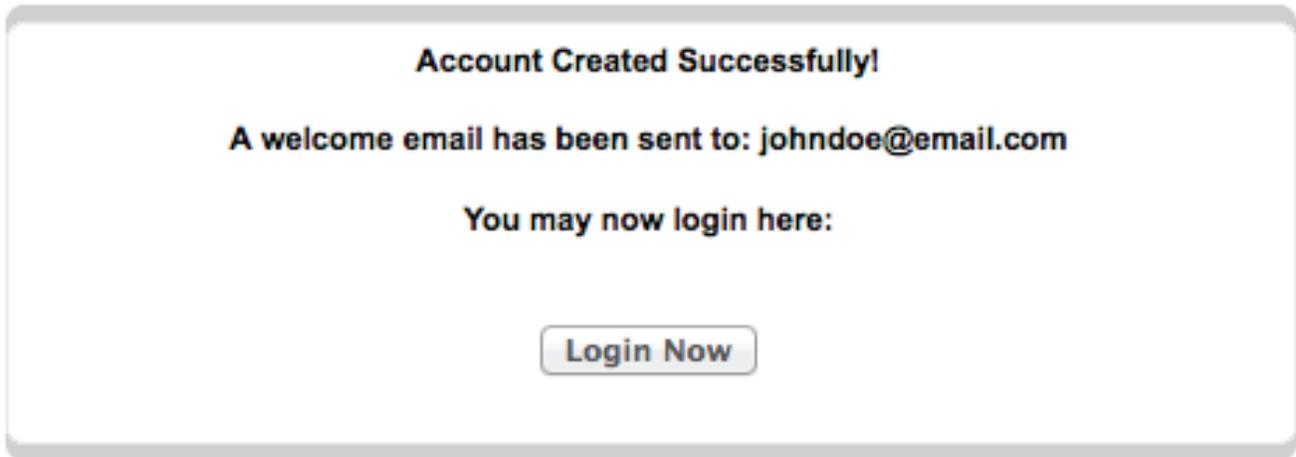
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Fill in the form with all of the required information. For security reasons you will need to check the box next to "I'm not a robot." You may also be prompted to enter a series of letters and numbers in order to pass. Next read the term and conditions, and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy. Once you have entered the information, please select "Continue".

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Account Creation



With the successful creation of a new account you are presented with the above screen for first time login. When you come back for future visits you need only enter your username/email address on the main page under "Registered User Login".

Once logged in for the first time, you're presented with the following screen.

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Locate Billing Organization



Navigation

- Home
- Add New eBills
- View Xpress Cart
- Xpress Cart Checkout
- Xpress Wallet
- Auto Pays
- Auto Pay Schedule
- Transaction History
- eBill History
- Edit Contact Information
- Help
- Contact Us

Logout

Search for an eBill Provider by Name

<< Back

Below are organizations that are close to the zip code you entered. If you do not see your organization here, try searching by name.

Select your Billing Organization

Organization	City	State	Zip
▶ SELECT City of Anytown	Anytown	AZ	85253

Search Billing Organizations

Enter the name, city, state or zip code of the organization:

*** Can't find the company you are looking for?**
View all organizations or make a request for your organization.

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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 bill.

Select your city or billing organization from the list of organizations on the page. If your city or billing organization is not listed you may search by entering the name in the provided search field.

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Locate Tax Return

Locate eBill Information

Step 1: Enter your **City of Anytown** Account Number as it appears on your bill.

Bill Type: * Business Tax - Online

Account Number: *

Step 2: Enter the PIN.

PIN: *

Enter the requested information on the locate account screen. You are required to have your business tax account number and pin number. If you do not know your pin number, please contact your billing organization directly. Next select "Locate Account".

Business Tax Accounts for City of Anytown

Select	File Taxes	Business Tax Account	Account Name
	<input type="button" value="- File Taxes -"/>	12345	Anycity Inn

Click "File Taxes" to view filed and unfiled tax returns.

Tax Form

Business: Anycity Inn (1510)
Address: 1860 N Main St
Anycity, UT 88888

Unfiled Taxes **Filed Taxes**

Select the tax returns that you would like to view from the drop down menus.

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File Return

APRIL 2014 Tax Form

<< All Returns

Gross Rents:	\$	10.00
Less Allowable Deductions:	\$	2.00
Taxable Rents (Line 1 - Line 2):		-----
Tax Rate:		-----
Tax (Line 3 x Line 4):		-----
Excess Tax Collected:	\$	5.00
Total Tax (Line 5 + Line 6):		-----
Less Collection Fee (Line 7 x 5%):	\$	0.27
Tax Due (Line 7 - Line 8):		-----

Calculate Return

To file your return select the correct tax form from the drop down under "Unfiled Taxes". Enter in the necessary information and click "Calculate Return". If your return requires supporting documentation, see **Appendix - Supporting Documentation** for more information.

APRIL 2014 Tax Form

<< Make Changes Save Without Filing File Return
(You can pay after you file.)

Gross Rents:		10.00
Less Allowable Deductions:		2.00
Taxable Rents (Line 1 - Line 2):		8.00
Tax Rate:		0.06
Tax (Line 3 x Line 4):		0.48
Excess Tax Collected:		5.00
Total Tax (Line 5 + Line 6):		5.48
Less Collection Fee (Line 7 x 5%):		0.27
Tax Due (Line 7 - Line 8):		5.21

<< Make Changes Save Without Filing File Return
(You can pay after you file.)

Next you may save the form without filing or click "File Return" to submit the form. Next you will be able to view the filed return and make a payment.

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Verify

APRIL 2014 Tax Form

[<< All Returns](#) [Printer Format](#) 

Tax Organization: Xpress Demo
Business: Anycity Inn (1510)
Address: 1860 N Main St
Anycity, UT 88888

Tax Return: APRIL 2014 (5047)
Date Filed: December 19, 2014

Amount Due: **\$5.21** [Pay Now >>](#)

Gross Rents:	\$10.00
Less Allowable Deductions:	\$2.00
Taxable Rents (Line 1 - Line 2):	\$8.00
Tax Rate:	\$0.06
Tax (Line 3 x Line 4):	\$0.48
Excess Tax Collected:	\$5.00
Total Tax (Line 5 + Line 6):	\$5.48
Less Collection Fee (Line 7 x 5%):	\$0.27
Tax Due (Line 7 - Line 8):	\$5.21

You are presented with the filed return, you may click "Pay Now" to review and enter payment information.

Step 1 Xpress Cart **Step 2 Cart Checkout** **Step 3 Confirmation**

- ▶ The "Quantity" can be changed if it appears in a box.
- ▶ The "Item Amount" can be changed if it appears in a box.
- ▶ Make sure to click "Update" to save your changes.

Del	Account #	Return	Item	Item Amount	Extended Amount
✗	12345	5047	APRIL 2014 Tax Return	\$ 5.21	\$5.21

[Empty Cart](#) **TOTAL: \$5.21**

[<< Add More Items](#) [Update Cart](#) [Continue >>](#)

If this is the only bill that you want to pay select "Continue" if there are additional bills with this same organization, select "Add More Items". Because each organization maintains the merchant account that is required to accept electronic payments, you cannot add bills for different organizations to the same cart.

When you select "Continue" you are taken to the cart checkout screen.



Xpress Cart

You can select which type of payment that you would like to use. There are several options including an electronic funds transfer from checking or savings, or Credit/Debit card.

If the organization that you are paying accepts both forms of payment, you can choose by selecting the radio button next to "Payment Method" at the top of the screen.

Step 1 Xpress Cart Step 2 Cart Checkout Step 3 Confirmation

Order Subtotal: \$5.21

Payment Method

eCheck/Electronic Fund Transfer (EFT):

Credit/Debit/Check Card:

Billing Information

* Denotes a required field.

First/Company Name: *

Last Name:

Street Address: *

City: * State: * Zip: *

Phone:

E-Mail: (enter if you want a payment receipt)

Please Note: The billing name and address must match the mailing address of the Credit Card or Bank Account.

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Payment Methods

Banking Account Information

Checking Account

⑆ 2000 7 0 24 ⑆ 8 7884 884 ⑆ 7884

Bank Routing Number Bank Account Number

Verify your information. Make sure you DO NOT include the check number in your account number entry.

Account Type: * Checking Savings Personal or Business: * Personal Business

Routing Number: * ⑆ [] ⑆ Verify Routing Number: * ⑆ [] ⑆

Notice1: DO NOT use the Routing Number from your deposit slip! You must use the number from your check.

Notice2: Personal bank accounts list the routing number first and account number second. Business accounts will list account number first and the routing number second.

Account Number: * [] ⑆ Verify Account Number: * [] ⑆

Bank Name: * []

Save this payment information.

EFT TERMS AND CONDITIONS [Printer Format](#)

By submitting this form I declare that I am authorized to conduct transactions for the bank account listed above. I authorize the bank to debit that bank account for payment(s) of the indicated Anytown City billing account.

I understand that Anytown City will post this transaction on the account listed above as a

<< Back I AGREE -> Continue >>

Enter the required information on the payment screen. If you elect to pay with an electronic funds transfer 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. When paying with a credit card be sure that you verify the billing address. An incorrect address can cause delay or decline of the card.

Billing Information

* Denotes a required field.

First/Company Name: * [John]

Last Name: [Doe]

Street Address: * [1234 Any Street]

City: * [Anytown] State: * [AZ] Zip: * [85253]

Phone: [480-123-4567]

E-Mail: [johndoe@email.com] (enter if you want a payment receipt)

Please Note: The billing name and address must match the mailing address of the Credit Card or Bank Account.

Credit Card Information

The City of Anytown accepts the following credit cards:

Enter credit card information below:

Credit Card Number: * [] Expiration: * [Month] [Year]

CCV Number: * []

Save this payment information.

<< Back **Continue >>**

When billing information is entered completely select "Continue".

10 Complete Payment

Step 1 Xpress Cart Step 2 Cart Checkout Step 3 Confirmation

Review & Confirm Your Order

Items	Totals
APRIL 2014 Tax Return	\$5.21

Total Payment Amount: **\$5.21**

Billing Name: John Doe
 Billing Address: 1234 Any Street
 Anytown, AZ 85253
 Billing Phone: 480-123-4567
 Account/Reference Number(s): 1510

Payment Type: Credit/Debit/ATM Card 
 Card Type: Visa
 Card Number: XXXX-XXXX-XXXX-1111
 Expiration: 02 / 2015

Only Click the Complete Payment Button ONCE.

Check the amount that you intend to pay, the account numbers, etc. and select "Complete Payment". If any of the information is incorrect select "Step 2" to go back.



City of Anytown
 1234 E 500 N
 Anytown, AZ 85253
 480-123-3456

Transaction detail for payment to <i>City of Anytown</i>				Date: 05/22/2012 - 9:50:26 AM	
Transaction Number: 15446996PT Visa — XXXX-XXXX-XXXX-3688 Status: <i>Successful</i>					
Account #	Return	Item	Item Amount	Total Amt	
1510	5047	APRIL 2014 Tax Return		\$5.21	
Billing Information				Total Paid:	
John Doe 1234 Any Street Anytown, AZ 85253 480-123-4567 johndoe@email.com				\$5.21	

|

Payment Service Provided By www.xpressbillpay.com

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With a successful payment the above screen is displayed. If the payment is unsuccessful or any reason, the green background will be red and the reason for the failed transaction will be displayed. "Print" the receipt for your records and select "Close". You will be returned to the "Manage My eBills" home page.

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Appendix - Supporting Documentation

If an item on your return requires supporting documentation to be submitted to your billing organization, click on the link that will appear below the item. This will bring up your email client. Attach your supporting documentation to the email and click send.

RT-1504-1234 Tax Form

<< All Returns

Total Number of Nights Available for Rent (# of units multiplied by # of nights available to rent):	0.00
Total Number of Paid Nights Occupied (exclude owner-occupied nights):	0.00
1. Total Gross Rents Received (Includes all nonrefundable costs to residents at time of booking such as cleaning fee, pet fee, etc.):	\$ 10.00
2. Allowable Deductions (documentation required when claiming exemptions):	
2a. Rents from occupancies greater than 30 consecutive days:	\$ 2.00
The above item requires supporting documentation Please email docs to Anytown.	
2b. Federal Employee or Diplomatic Stays on Official Business:	\$ 5.27
The above item requires support	
2. Total Deductions::	
3. Total Taxable Gross Rents	
4. Calculate 13% Transient Oc	
5. Applicable Penalties and In	
5a. Penalty 1-30 Days Late (15	
5b. Penalty 31+ Days Late (Ac	
5c. Interest (1.5% of Line 4 mu	
5. Total Penalties and Interest	

Supporting Documentation for Tax Return RT-1504-1234 - Messa...

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW

Clipboard Basic Text Names Include Tags Zoom

To... City of Anytown

Cc...

Send Subject Supporting Documentation for Tax Return RT-1504-1234

Attached please find supporting documentation for

Tax Return: RT-1504-1234
Period End: 2015/04/30
Return Type: TOT and TBID History

Line 2a. Rents from occupancies greater than 30 consecutive days

[Attach documentation before sending]