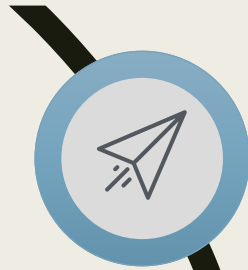


Online Payment How To Guide

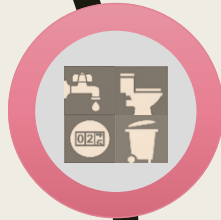
For Utility Billing, Taxes, Ordinance Infractions, FOIA, & Other

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Step by step of how to find and pay your Water/Sewer/Trash Bill and set-up Recurring Payments



PAGES 11-13 – PROPERTY TAX PAYMENTS

Step by step of how to find and pay your Property Taxes.

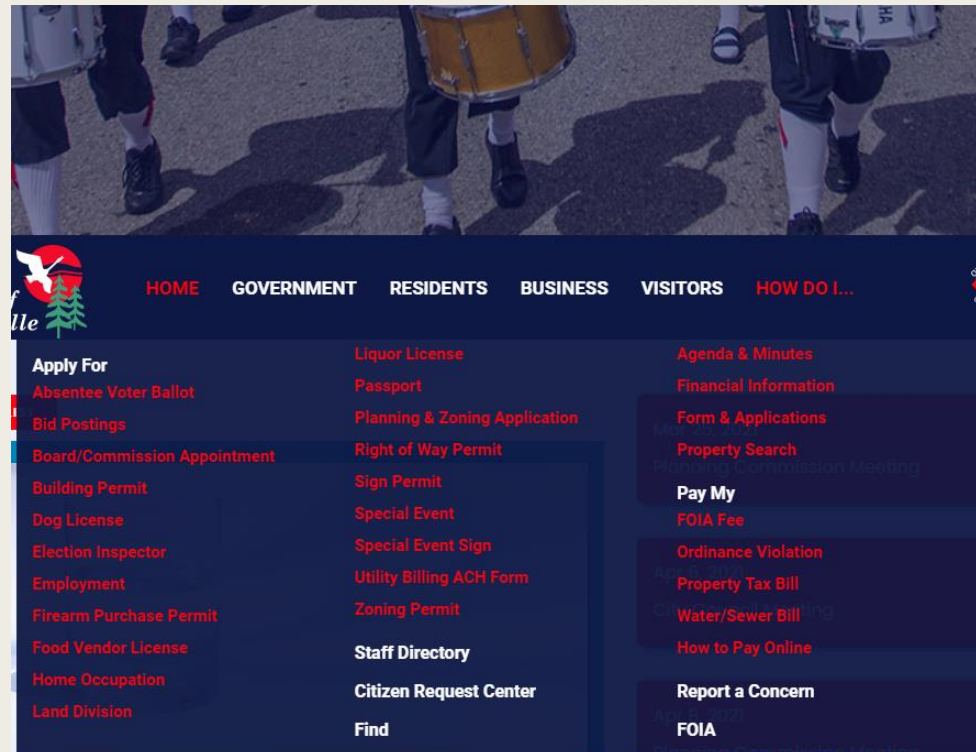


PAGES 14-16 – INVOICE PAYMENTS

Step by step of how to find and pay your Invoice. Ordinance Infractions, FOIA Payments and Other invoices from the City of Greenville

From greenvillemi.org:

- Hover over How do I....
- Look for Pay My
- Choose what you are paying
- You will be taken to BS&A Online at accessmygov.com



Utility Billing

1. You will see Utility Billing Online Payment Service at the top.
2. Find your Utility Bill by searching using your:
Location ID (Account number ex. WWSH-000111-0000-01), Name, Address, or Parcel #

Utility Billing Online Payment Service
City of Greenville, Montcalm County

1

Step 1: Search
Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Utility Billing** Online Payment Service. This service allows you to search for a specific record within the **Utility Billing** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

2

Search by Location ID
Enter the Utility Billing **Location ID** you are attempting to search on.
Location ID:

Search by Name
Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).
Name:

Search by Address
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.
Address:

Search by Parcel Number
Enter the parcel number of the record you are attempting to search on.
Parcel Number:

When searching by Address less is best. Do not use N, S, E or W.
Example: Your address is 411 S Lafayette.
Search using 411 Lafayette.

Utility Billing

3. Click on your address.

Utility Billing Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Select a record below to continue with making a payment.

Search Results for "411 lafayette" using the Address Search.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Address	Reference #	Name
411 S LAFAYETTE ST	SLAF-000411-0000-01	CITY HALL
411 S LAFAYETTE ST	SLAF-000411-0000-00	TEST ACCOUNT

4. Once you click on the address you will be taken to a screen to verify your information.

5. Here you can set up a Recurring Payment (walk through at end of Utility guide) or

6. Enter a one time payment amount- You may overpay and a credit will show on your account.

7. After you enter your amount click Make Payment.

Account: SLAF-000411-0000-00

Name & Address Information

TEST ACCOUNT
411 S LAFAYETTE ST
GREENVILLE, MI 48838

Additional Record Information

By clicking the link below you can view additional information for Account SLAF-000411-0000-00.

[View Additional Account Information](#)

Recurring Payments

[Sign up for Recurring Utility Bill Payments.](#)

Pay Utility Bill

Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
12-DEBT SERVICE-MONT	\$0.00
	\$0.00

Amount Paying:

Utility Billing

- 8. You will be taken to a page to enter your Credit Card or E-Check information. You will receive a Confirmation and Receipt when complete.

Step 1: Select Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Description
<input type="checkbox"/> Utility Billing payment of \$5.00 on UB Location ID SLAF-000411-0000-00

Cardholder Information

First Name: * Last Name: *

TEST ACCOUNT

Address Line 1: * Address Line 2:

411 S LAFAYETTE ST


City: * State: * Zip Code: *

GREENVILLE Michigan 48838

Phone Number: * Email Address:

Payment Information

Payment Method: *
Credit or Debit Card ▼ ← E-Check option in this drop down

Card Number: * 

Expiration Date: * (in mm/yy format)

CVV: *
Where is this number?

Cancel Continue

Utility Billing- Recurring Payments

1. You will see Utility Billing Online Payment Service at the top.
2. Find your Utility Bill by searching using your:

Location ID (Account number ex. WWSH-000111-0000-01), Name, Address, or Parcel #

Utility Billing Online Payment Service
City of Greenville, Montcalm County

1

Step 1: Search
Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Utility Billing** Online Payment Service. This service allows you to search for a specific record within the **Utility Billing** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

2

Search by Location ID
Enter the Utility Billing **Location ID** you are attempting to search on.
Location ID:

Search by Name
Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).
Name:

Search by Address
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.
Address:

Search by Parcel Number
Enter the parcel number of the record you are attempting to search on.
Parcel Number:

When searching by Address less is best. Do not use N, S, E or W.

Example: Your address is 411 S Lafayette.

Search using 411 Lafayette.

Utility Billing-Recurring Payments

3. Click on your address.

Utility Billing Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Select a record below to continue with making a payment.

Search Results for "411 lafayette" using the Address Search.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Address	Reference #	Name
411 S LAFAYETTE ST	SLAF-000411-0000-01	CITY HALL
411 S LAFAYETTE ST	SLAF-000411-0000-00	TEST ACCOUNT

4. Once you click on the address you will be taken to a screen to verify your information.

5. Here you can set up a Recurring Payment- Click Sign up for Recurring Utility Bill Payments.

Account: SLAF-000411-0000-00

Name & Address Information
TEST ACCOUNT
411 S LAFAYETTE ST
GREENVILLE, MI 48838

Additional Record Information
By clicking the link below you can view additional information for Account SLAF-000411-0000-00.
[View Additional Account Information](#)

Recurring Payments
[Sign up for Recurring Utility Bill Payments.](#)

Pay Utility Bill
Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
12-DEBT SERVICE-MONT	\$0.00
	\$0.00

Amount Paying:

Utility Billing-Recurring Payments

- You will be taken to a screen that says Enroll Payments.
- You will type in a payment ID, this will be what shows up as your charge on your credit card. You can type whatever will be helpful for you. Everything else will prefill.
- Click the circle under Payment Plan to enter your payment options.
- First choose when you want your payment to come out based on the due date of your bill.
- Next choose your start date.
- You can choose an end date or leave this section blank.
- Click Add Item

Step 1: Enroll Payments Step 2: Review and Submit Step 3: Confirmation and Receipt

6 Step 1: Enroll Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your enrollment is processed.

Note: * indicates a required field.

My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
Save Payment Type: * Utility Billing ▾ BSA Application Type: * UtilityBilling BSA Payment ID: * Utility Payment BSA Unit ID: * 266 Website ID: UB Account Number: * 0000000000 Account ID: * 7027 UB Location ID: * SLAF-000411-0000-00 Search			X

8 Payment Plan

Please choose a start date for your recurring plan. Note this date is not the date your payment will be processed, but represents the date you signed up for the option. We need a minimum of two days to process your initial request; if your upcoming due date is within two days of your selected start date, please make a one-time payment. Your recurring plan will start with the next billing cycle. Do not choose a stop date if you would like recurring to continue with no interruption.

Make payments: * 2 ▾ days before due dates

Start this service on: * 05/01/2018

End this service on:

9

10

12 Add Item

Payment ID: *

On Due Date

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

11

12

Utility Billing-Recurring Payments

13. You will be taken to a screen That shows your Enrollments.
14. Below you will have the option to add another bill to your enrollments. You will have to know all the red starred information for the next bill. Repeat steps 6-12 to add another bill but add in the red starred information.
15. If you are not adding additional bills you will have to register or log-in.
16. After you register or log-in you will see the payment information screen appear. Enter your information.
17. Click Continue to review and submit your payment.

13

14

My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
Edit Utility Billing	UB Location ID: SLAF-000411-0000-00	Please choose a start date for your recurring plan. Note this date is not the date your payment will be processed, but represents the date you signed up for the option. We need a minimum of two days to process your initial request, if your upcoming due date is within two days of your selected start date, please make a one-time payment. Your recurring plan will start with the next billing cycle. Do not choose a stop date if you would like recurring to continue with no interruption.	

15

16

17

Save

Payment Type: *
Utility Billing

BSA Application Type: *

BSA Payment ID: *

BSA Unit ID: *

Website ID:

UB Account Number: *

Account ID: *

UB Location ID: *

Payment Plan: *

Payment Plan

Please choose a start date for your recurring plan. Note this date is not the date your payment will be processed, but represents the date you signed up for the option. We need a minimum of two days to process your initial request, if your upcoming due date is within two days of your selected start date, please make a one-time payment. Your recurring plan will start with the next billing cycle. Do not choose a stop date if you would like recurring to continue with no interruption.

Add Item

Registration

If you have already registered with Point & Pay, please [log in](#) now.

If you have not registered with Point & Pay, please take a minute to [register](#); registration is fast, easy and free.

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

Continue

Cardholder Information

First Name: *
TEST

Last Name: *
ACCOUNT

Address Line 1: *
411 S LAFAYETTE ST

Address Line 2:

City: *
GREENVILLE

State: *
Michigan

Zip Code: *
48838

Phone Number: *

Email Address:

Update my profile with name, address and phone information

Payment Information

You may select a charge card or checking account from your eWallet, or use one not currently in your eWallet.

Payment Method: *
Credit or Debit Card

Card Number: *

Expiration Date: * (in mm/yy format)

CVV: *
Where is this number?

Add this payment device to my eWallet. I'd like to reference it as (optional, up to 30 characters)

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

Continue

Property Tax Payments

1. You will see Tax Online Payment Service at the top
2. Find your Tax Bill by searching using your: Choose to search by Address, Name, or Parcel (Example. 052-360-181-00)

Tax Online Payment Service
City of Greenville, Montcalm County

1

Step 1: Search
Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Tax** Online Payment Service. This service allows you to make a tax bill payment for a specific property within your Municipality. To begin, please enter the appropriate search criteria.

2

Search by Name
Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name).

Name:

Search by Address
Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street.

Address:

Search by Parcel Number
Enter the parcel number of the record you are attempting to search on.

Parcel Number:


When searching by Address less is best. Do not use N, S, E or W.

Example: Your address is 411 S Lafayette.

Search using 411 Lafayette.

Property Tax Payments

3. Click on your property based on the search you chose
 - Address, Name, or Parcel Number

 Tax Online Payment Service
City of Greenville, Montcalm County

Step 1: Search [Click here to return to this step](#) **Step 2: Select Record** [Select a record below to continue with making a payment.](#) **Step 3: Make Payment**

Search Results for "411 lafayette" using the **Address Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

« 1 2 3 4 5 6 7 »

Address	Reference #	Name
411 S LAFAYETTE ST	052-724-001-20	CITY OF GREENVILLE
411 S LAFAYETTE ST	052-724-001-10	CITY OF GREENVILLE

Displaying items 1 - 15 of 100

Search Results for "city of greenville" using the **Name Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

« 1 2 3 4 5 6 7 »

Name	Reference #	Address
CITY OF GREENVILLE	052-102-027-00	411 S LAFAYETTE ST
CITY OF GREENVILLE	052-102-023-00	411 S LAFAYETTE ST

Displaying items 1 - 15 of 100

Search Results for "052-102-027-00" using the **Parcel Number Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

« 1 »

Reference #	Address	Name
052-102-027-00	411 S LAFAYETTE ST	CITY OF GREENVILLE

Displaying items 1 - 1 of 1

« 1 »

Property Tax Payments

4. Once you click on your option you will be taken to a screen to verify your information
5. If you are being charged interest it will automatically calculate
6. You can change the amount you are paying
7. Once you have the amount entered you want to pay Click Pay Summer Taxes/Pay Winter Tax

Tax Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Click here to return to this step

Step 3: Make Payment
Verify your selected record and enter your payment amount.

Parcel: 052- 360-181-00

Name & Address Information
City Resident
123 N Homeowner Lane
GREENVILLE, MI 48838

Additional Record Information
By clicking the link below you can view additional information for Parcel 052-900-935-30.
[View Additional Parcel Information](#)

Pay Taxes on this Parcel
Enter the Amount Paying for either season for which there is an Amount Due. Verify that you have entered the correct amount before clicking the Pay [season] Taxes button.

Interest and Penalty calculation (if applicable) current as of 04/18/2018

	Amount Due	Amount Paying	
Summer Taxes	\$449.60	<input type="text" value="\$449.60"/>	<input type="button" value="Pay Summer Taxes"/>
Winter Taxes	\$69.76	<input type="text" value="\$69.76"/>	<input type="button" value="Pay Winter Taxes"/>

NOTE: Any recent payment(s) made online may not be immediately reflected in amount(s) due

8. You will be taken to a pay to enter your Credit Card information. You will receive a Confirmation and Receipt when complete.

Invoice Payments- Code Enforcement, FOIA, and Other

You MUST know your Invoice number or Customer ID to pay an invoice.
If you do not have this information call City Hall at 616-754-5645.
We are open Monday-Friday 8:00am-5:00pm.

1. You will see Miscellaneous Receivables Online Payment at the top
2. Find your Invoice by searching using your: Invoice Number or Customer ID Number

Miscellaneous Receivables Online Payment Service
City of Greenville, Montcalm County

1

Step 1: Search
Use the search criteria below to begin searching for your record.

Step 2: Select Record

Step 3: Make Payment

Getting Started...

Welcome to the **Miscellaneous Receivables** Online Payment Service. This service allows you to search for a specific record within the **Miscellaneous Receivables** database to make a payment on. To begin, please enter the appropriate information in one of the searches below.

Search by Invoice Number

Enter the **Invoice Number** for the record you are attempting to search on.

2 Invoice Number:

Search by Customer ID

Enter the **Customer ID** for the record you are attempting to search on.

Customer ID:

Invoice Payments- Code Enforcement, FOIA, and Other

3. Click on your invoice based on your search

Miscellaneous Receivables Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Select a record below to continue with making a payment.

Step 3: Make Payment

Search Results for "0002" using the **Invoice Number Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

Displaying items 1 - 1 of 1

Reference #	Name	Address
00000002	City Resident	123 N Homeowner Lane

Displaying items 1 - 1 of 1

3

Miscellaneous Receivables Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Select a record below to continue with making a payment.

Step 3: Make Payment

Search Results for "0093" using the **Customer ID Search**.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

Displaying items 1 - 1 of 1

Reference #	Name	Address
0093	City Resident	123 N Homeowner Lane

Displaying items 1 - 1 of 1

3

Invoice Payments- Code Enforcement, FOIA, and Other

4. Once you click on your option you will be taken to a screen to verify your information
5. Enter the amount you are paying
6. Click Pay this Invoice

Miscellaneous Receivables Online Payment Service
City of Greenville, Montcalm County

Step 1: Search
Click here to return to this step

Step 2: Select Record
Click here to return to this step

Step 3: Make Payment
Verify your selected record and enter your payment amount.

Customer: 0093

Name & Address Information 4
City Resident
123 N Homeowner Lane
GREENVILLE, MI 48838

Additional Record Information
By clicking the link below you can view additional information for Customer 0043.
[View Additional Customer Information](#)

Pay Invoice for this Customer
Enter the appropriate payment information below. If more than one invoice is available for payment you'll need to select a specific invoice to pay. Once you have verified your payment amount click the **Pay this Invoice** button to continue.

Invoice #	Invoice Date	Due Date	Amount Due	Amount Paying	
000000002	03/31/2018	04/01/2018	\$100.00	<input type="text" value="\$0.00"/>	<input type="button" value="Pay this Invoice"/> 6

NOTE: Any recent payment(s) made online may not be immediately reflected in amount(s) due 5

7. You will be taken to a pay to enter your Credit Card information. You will receive a Confirmation and Receipt when complete.