

Instructions for First Time Users

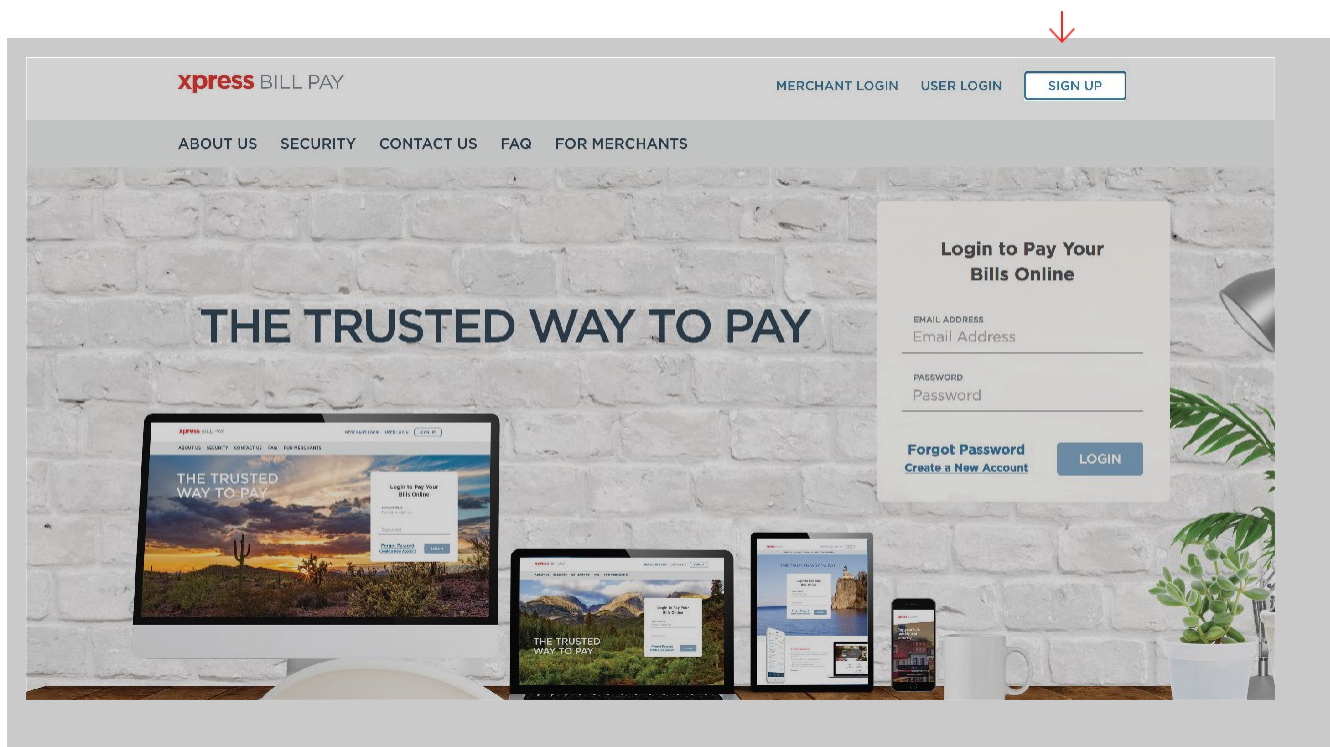
STEP 1: Go to www.xpressbillpay.com

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 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."**

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.

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:

johnndoe@email.com

If you have not received it, you can [resend the confirmation email](#).



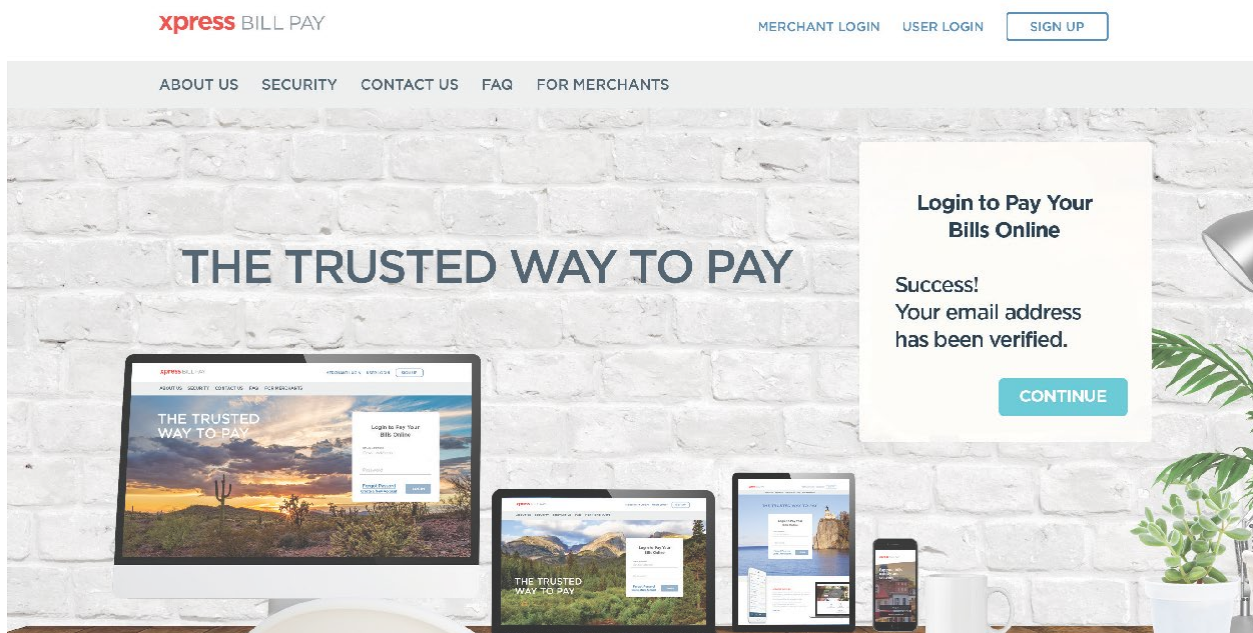
xpress BILL PAY

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

Verify Email Address

If you registered for an Xpress Bill Pay account using your email address of johnndoe@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 (under Add Account)

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.”

Add New Account

Step 1 of 3

Find your billing organization:

80443

Search

Billing organizations founded as search (5):



Copper Mountain Consolidated Metropolitan District
Copper Mountain, CO



Town of Frisco
Frisco, CO



Town of Dillon
Dillon, CO



Town of Breckenridge
Breckenridge, CO




Town of Alma
Alma, CO

CONTINUE TO STEP 5



STEP 5: Locate Account

xpress BILL PAY Town of Frisco ▾

ADD ACCOUNT

ACCOUNTS

AUTO PAYS

XPRESS WALLET

HISTORY

Add New Account

Step 2 of 3

Enter the following information as it appears on your **Town of Frisco** bill:**Bill Type** ☒ Business License☐ Business Tax - Online☐ Utility**Account Number**

6641

Last Name or Business Name

Test

[< Back](#)[Locate Account](#)

Enter the requested information on the “**Add New Account**” screen.

1. Select “**Business License**”
2. Enter your “**Account number**”.
3. Enter your “**Last Name or Business Name**”, make sure to only type the first word of the Business. The “Last Name” does not always work.

Add New Account

Step 3 of 3

Business License Account # 6641 for Town of Frisco

BILLING ADDRESS

Test Business

SERVICE ADDRESS

100 Main St

Frisco, CO 80443

☐ Opt in for Paperless[< Back](#)[Add Account](#)

5. Select “add account”



Add New Account

Step 3 of 3

YOU HAVE SUCCESSFULLY ADDED YOUR ACCOUNT!

Now that **Business License Account # 6641** for **Town of Frisco** has been added, would you like to set up auto pay now?

Not Now

Set up Auto Pay

You have now successfully linked your first account to your new login. You can set up auto pay now or at a later time.

If you add more accounts, they will all be listed here - on your “**Accounts**” page.



STEP 6: Pay your Business License

- 1. Select “Account”
- 2. Select “Pay”

xpress BILL PAY

ADD ACCOUNT

ACCOUNTS

AUTO PAYS

XPRESS WALLET

HISTORY

Town of Frisco

1 Total Account

Town of Frisco

1 Total Account

Account #: 6641

Business License

View Bill

Set up Auto Pay

12/31/2021

\$100.00

PAY

8

STEP 7: Cart Checkout

Bill Cart

Cart Contents

Town of Frisco
 Business License
 100 Main St
 Frisco CO 80443
[Remove](#) | [Full Amount](#)

ACCOUNT #:
 6641

DUE:
 12/31/2021

AMOUNT:
 100.00

[Remove All](#) | [Add More Bills to the Cart](#)

Cart Summary

Total Amount:
\$100.00

☒ PAY NOW
☐ SCHEDULE PAYMENT ON

Nov 15, 2021

[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. Or you can schedule a payment on certain date.

Checkout

Payment Options

Accepted Pay Method(s)

Select Pay Method

Select Pay Method

Receipt Options

Email
 johndoe@email.com

+ Add New Email

Payment Amount:
\$100.00

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.

STEP 8: Cart Checkout

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

Bank Account

The screenshot shows the 'Checkout' screen with the 'Payment Options' section. Under 'Accepted Pay Method(s)', there are icons for American Express, Visa, Mastercard, Discover, and Bill Pay. The 'Select Pay Method' dropdown is set to 'Bank Account (Recommended)'. Below this, the 'Add New Payment Method' section is active, showing 'Payment Type' as 'Bank Account (Recommended)'. It includes fields for 'Routing Number' (123456789), 'Account Number' (1234567890123456), and 'Verify Account Number' (123456). There is also a 'Billing Information' section with fields for 'First Name' (John), 'Last Name' (Doe), 'Address' (123 Any Street), 'City' (Anytown), 'State' (Arizona), and 'ZIP' (85203). At the bottom, there is a 'Contact Information' section with 'Phone Number' (123 456 789) and 'Email Address' (john.doe@email.com). A 'Payment Amount' of \$1.00 is displayed at the bottom right. A green 'Review and Confirm' button is visible.

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

The screenshot shows the 'Checkout' screen with the 'Payment Options' section. Under 'Accepted Pay Method(s)', there are icons for American Express, Visa, Mastercard, Discover, and Bill Pay. The 'Select Pay Method' dropdown is set to 'Credit/Debit Card'. Below this, the 'Add New Payment Method' section is active, showing 'Payment Type' as 'Credit/Debit Card'. It includes fields for 'Card Number' (4556 7890 1234 5678), 'Name on Card' (John Doe), 'Expire Month' (12), 'Expire Year' (2018), 'Security Code' (123), and 'Billing Information' with fields for 'First Name' (John), 'Last Name' (Doe), 'Address' (123 Any Street), 'City' (Anytown), 'State' (Arizona), and 'ZIP' (85203). At the bottom, there is a 'Contact Information' section with 'Phone Number' (123 456 789) and 'Email Address' (john.doe@email.com). A 'Payment Amount' of \$1.00 is displayed at the bottom right. A green 'Review and Confirm' button is visible.

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.

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	\$100.00
Confirmation Number: 1234	
Transaction Number: 1234PT	
Pay Method: Visa *****1111	
Total	\$100.00

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

[Pay Another Bill](#)