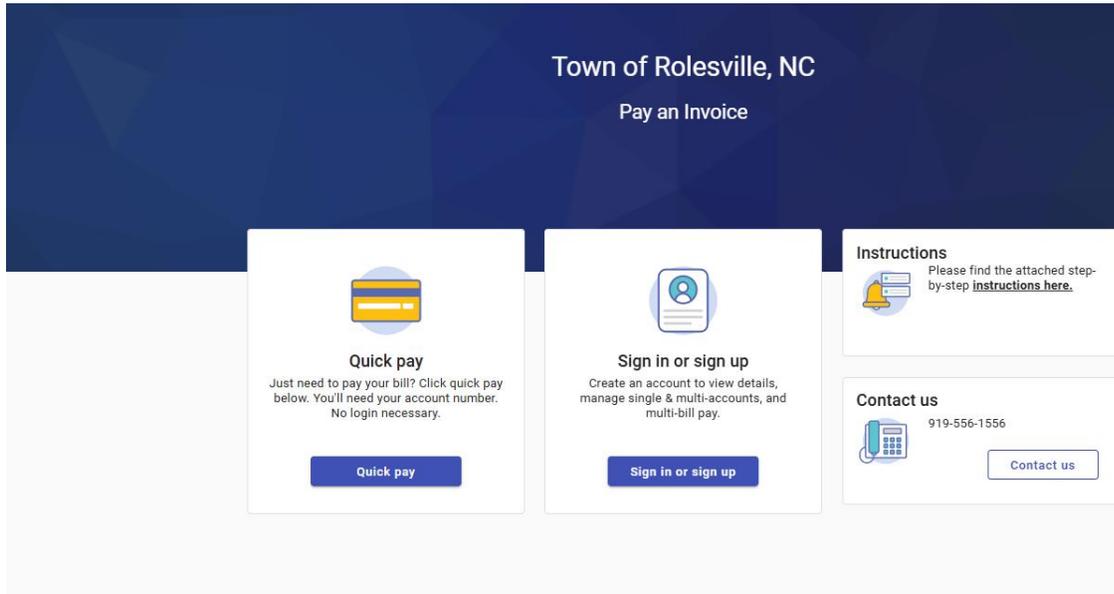


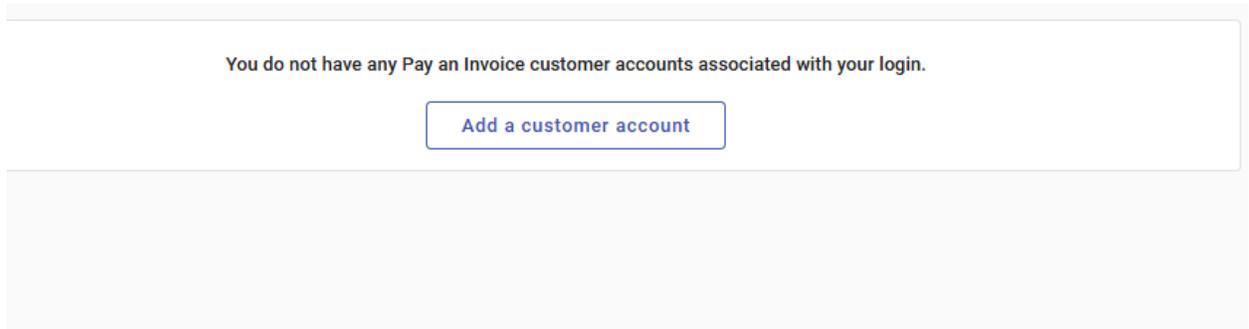
- 1) Use this option to pay us using the customer number.
- 2) Sign in or Sign up (create an account) – so you can view your account histories.



- 3) Use your email to create a password. Complete the details to register.

The screenshot shows the 'Register' form for the Town of Rolesville, NC. The form is set against a background image of a lake and trees. The title 'Register' is prominently displayed. The form includes several input fields with labels and requirements: 'Email required' (john.smith@example.com), 'Password required' (Password), 'Confirm Password required' (Confirm Password), 'Name' (John Smith), and 'Phone number' (555-123-9876). At the bottom, there are 'Register' and 'Cancel' buttons, and a link for 'Already have an account? Login'.

- 4) Click on 'Add a customer account'



- 5) Enter the Customer number (this can be found on your statement and Invoice – I must be 6 digits long number e.g. **000044**). You will need the last payment amount for that account (please do not enter the \$ sign in front). You can locate this information from your bank transactions and your records.

Add customer account



Let's find your customer account

\* Customer Number

Example: 000123

\* Last Payment Amount

Cancel

[Add customer account](#)

- 6) Once your account shows up you will be able to view the balance amount.

← Manage customer accounts

**Customer accounts** + Add account

**000084** 

Name: Hopper Communities Balance: 1100.00

7) You will be able to view the account balance, pending activity, and current balance under home screen. Next you can click on Pay now to make a payment.

# Hopper Communities

Your current balance is \$1,100.00

[Pay now](#)

**Customer accounts** + Add account

<b>000084</b>			<a href="#">Pay</a>	>
Name	Account Balance	Pending Payments	Current balance	
Hopper Communities	\$1,100.00	\$0.00	\$1,100.00	

8) Click on Pay now and it will show you a field to enter the payment amount. Click on continue.

---

<b>000084 Hopper Communities</b>	Balance \$1,100.00	Payment amount 1,100.00
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Subtotal \$1,100.00

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<b>000084 Hopper Communities</b>	Balance \$1,100.00	Payment amount 1,100.00
----------------------------------	-----------------------	----------------------------

---

Subtotal \$1,100.00

---

9) Enter the Credit card information or Select e-check option. Fees are listed here and will be applicable depending on which payment method you choose. E-checks are a flat \$1.25 per transaction and the CC processing fee is 3.75% of the total amount paid.

## Select a payment method

### Payment method

Enter new Credit card

Card number

MM      YYYY

Cardholder name

Address

Billing ZIP code      Security code

Remember this card

Enter new eCheck

[Cancel](#) [Submit payment](#)

### Payment details



Current balance	\$1,100.00
Payment amount	\$1,100.00
Processing Fee	\$41.25
Municipal Online Payments Fee	\$1.25
<b>Total</b>	<b>\$1,142.50</b>

### Instructions

 Please find the attached step-by-step **instructions here.**

### Contact us

 919-556-1556

[Contact us](#)

10) You will be able to see the payment receipt once you have submitted the payment.

☰ **Payment receipt**

Confirmation number	Paid to	Payment method
QNRVYYRWDY	Town of Rolesville, NC - Pay an Invoice	Visa (ends in 1069)

Customer Number	Customer Name	Balance	Amount paid
000076		\$132.00	\$132.00

11) You will be able to register multiple customer accounts if you have more than 1 account with us. You will repeat the process to register new customer account from step 4.

Welcome back

Your current balance is **\$198.00**

Pay now

Customer accounts

+ Add account

000076

Pay

Name

Account Balance

Pending Payments

Current balance

\$132.00

(\$132.00)

\$0.00

000040

Pay

Name

Account Balance

Pending Payments

Current balance

\$0.00

\$0.00

\$0.00

000044

Pay

Name

Account Balance

Pending Payments

Current balance

\$66.00

\$0.00

\$66.00