

## Welcome to XpressBillPay.com

Instructions for first time users



The banner features the Xpress Bill Pay logo with the tagline "Innovative Internet Payment Systems" and a photograph of a man and a woman smiling while looking at a laptop.

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► **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

**HACKER SAFE**  
TESTED DAILY 07-JUN

VISA     
**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 a company 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.



**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: \*   
(5 Character minimum)

**Notice:** Your personal information or e-mail address will NOT be sold or rented to third parties for marketing purposes without your permission.

**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.

[TERMS & CONDITIONS](#) [PRIVACY POLICY](#)

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

[<< Do Not Agree](#) [Continue >>](#)

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Fill in the form with all of the required information. 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. When completed select "Continue".

New Account Setup

Please enter the letters and/or numbers in the image below:

**S 8 K 7 X**

(What's this?)

▶ Note that this test is case-insensitive.

If you cannot clearly see the characters, click

The above secure verification screen is required to create an account. Enter the information seen in the graphic as displayed in the box provided. The information is not case sensitive. If you have difficulty in seeing any of the information in the graphic, select the “change image” button and you will be provided a new image. If you have continue with difficulty seeing this screen please call 1-800-768-7295 and chose ext 12 for technical support. Once you have entered the information, please select “Continue”.

**Account Created Successfully!**

A welcome email has been sent to: **jdoe@anyisp.com**

You may now login here:

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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Manage My eBills

John Doe, Welcome to Xpress Bill Pay!!

Add New eBills

Locate a specific billing organization to add to your online ebills.

Xpress Bill Pay Welcomes:

- ▶ Beaver - UT
- ▶ Eastline Justice Court - NV
- ▶ Tuttle - OK
- ▶ Pasco - WA
- ▶ West Wendover Municipal Court - NV
- ▶ Grantsville - UT
- ▶ Page - AZ
- ▶ Moses Lake - WA
- ▶ Midvale - UT
- ▶ South Valley Sewer District - UT

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Xpress Bill Pay provides you the ability to view and pay bills to multiple billing organizations from a simple 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 billing organization.

Select "Add New eBills".



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Search for an eBill Provider by Name

Enter the name of the organization you would like to add to your managed e-bills.

Lehi

Search >>

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Enter the name of the billing organization you wish to pay. Select "Search" to display results for billing organizations that Xpress Bill Pay provides services for, matching your entered criteria. If your

organization name is not located, a complete listing of all organizations that Xpress Bill Pay provides services for will be returned. If your criteria match you are provided the name or names that match your criteria as displayed below.

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Innovative Internet Payment Systems

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**Search for an eBill Provider by Name**

Enter the name of the organization you would like to add to your managed e-bills.

[Search >>](#)

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**Select your Billing Organization**

☒ **Lehi City**

\* Can't find the company you are looking for? Try [searching by location](#), or [request the organization](#).

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Select radio button next to the organization to proceed.

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**Locate Account Information for Lehi City**

**Notice:** You may need a copy of your printed bill to complete this process.

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY. INCORRECT INFORMATION ENTERED WILL RETURN AN INVALID SEARCH FOR YOUR ACCOUNT.**

Please provide the following information to locate your account with **Lehi City**. The information requested can be found on your last printed bill from **Lehi City**.

**Step 1:** Enter your **Lehi City** account number as it appears on your bill.

**Account Number:** \*

**Step 2:** If you are a residential customer enter your **last name** as it appears on your printed bill. If you are a business customer enter the **business name** as it appears on your printed bill. **PLEASE VERIFY YOUR INFORMATION CAREFULLY!** Entries are **NOT** case sensitive.

**Last Name/Business Name:** \*

**Paperless Bill Option:** Check this box to request online statements only. This means your paper bill for this account will no longer be mailed to you.

**Paperless Billing:** ☒

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Enter the requested information on the account locate screen. You are required to have your billing account number and enter your last name or business name. You will need to find your account number

from a bill that you have previously received. You can also elect to have your paper bill eliminated if you select the paperless billing option. Select "Locate Account".



**Xpress Bill Pay**  
Innovative Internet Payment Systems

Confirm Your Account Information

Utility Account # 32.0580.0.4 for **Lehi City**

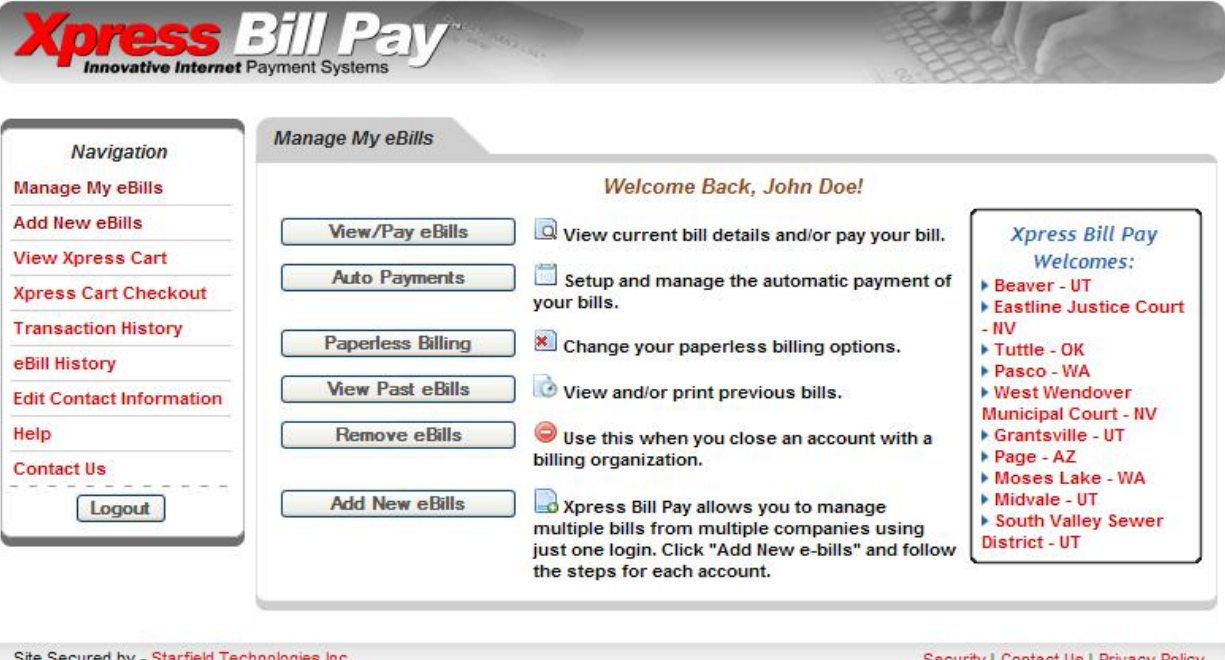
| Billing Address                                           | Service Address                       |
|-----------------------------------------------------------|---------------------------------------|
| DOE, JOHN & MARY<br>1234 Any Street<br>Any City, AS 99999 | 1234 Any Street<br>ANY City, AS 99999 |

Is this your account information?

<< No Yes >>

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When the account is located, the information concerning the account is displayed. Select "Yes" if the account information matches. Select "No" if it does not. If you receive any other message when you perform the account search, reference the error and contact your billing organization if a bill is not found. Selecting "Yes" will display a successful account link and take you back to the "Manage My eBills" main page.



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Manage My eBills

Welcome Back, John Doe!

|                   |                                                                                                                                                                  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| View/Pay eBills   | View current bill details and/or pay your bill.                                                                                                                  |
| Auto Payments     | Setup and manage the automatic payment of your bills.                                                                                                            |
| Paperless Billing | Change your paperless billing options.                                                                                                                           |
| View Past eBills  | View and/or print previous bills.                                                                                                                                |
| Remove eBills     | Use this when you close an account with a billing organization.                                                                                                  |
| Add New eBills    | Xpress Bill Pay allows you to manage multiple bills from multiple companies using just one login. Click "Add New e-bills" and follow the steps for each account. |

**Xpress Bill Pay Welcomes:**

- ▶ Beaver - UT
- ▶ Eastline Justice Court - NV
- ▶ Tuttle - OK
- ▶ Pasco - WA
- ▶ West Wendover Municipal Court - NV
- ▶ Grantsville - UT
- ▶ Page - AZ
- ▶ Moses Lake - WA
- ▶ Midvale - UT
- ▶ South Valley Sewer District - UT

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You have now successfully linked your first bill to your new login. If you have other organizations that you want to link, select “Add New eBills” and follow the previous steps.

To begin paying a bill select “View/Pay eBills” the following screen will be presented.

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**Current eBill for Account #32.0580.0.4**  
[<< Back](#) [Printer Format](#)  

 The information displayed here is provided by Lehi City. If there is a discrepancy, please contact Lehi City. Please note that payments made after the due date on your last bill may or may not appear on your current statement. 

  
[Add to Cart >>](#)

**Lehi City**  
153 N 100 E  
Lehi, UT 84043  
801-768-7100  
[netpay@lehicity.com](mailto:netpay@lehicity.com)  
Mon - Thur 7:00 am - 6:00 pm Friday Drive-Thru 9:00 am - 5:00 pm

**Billing Address**  
DOE, JOHN & MARY  
1234 Any Street  
Any City, AS 99999

**Service Address**  
1234 Any Street  
ANY City, AS 99999

| Description | Read Date  | Prev Reading | Present Reading | Total Usage |
|-------------|------------|--------------|-----------------|-------------|
| EL          | 04/14/2008 | 81,838       | 83,052          | 1,214       |
| WA          | 04/15/2008 | 437          | 445             | 8,000       |

**Previous Payment Date:** 04/25/2008  
**Previous Payment Amount:** \$180.00

| Account Information |             |
|---------------------|-------------|
| Billing Period:     | 04/30/2008  |
| Due Date:           | 05/25/2008  |
| Account #:          | 32.0580.0.4 |

| Total Charges             |                 |
|---------------------------|-----------------|
| ELECTRICITY:              | \$106.36        |
| ENERGY USE TAX:           | \$6.38          |
| GARBAGE:                  | \$13.50         |
| GREENWASTE:               | \$5.50          |
| PRESSURIZED IRRIG.:       | \$9.58          |
| SALES TAX:                | \$3.94          |
| SEWER:                    | \$21.00         |
| STORM DRAINAGE FEE:       | \$3.00          |
| WATER:                    | \$13.65         |
| <b>Statement Charges:</b> | <b>\$182.91</b> |
| Past Due Balance:         | \$49.28         |
| <b>Statement Balance:</b> | <b>\$232.19</b> |
| Payment: 05/25/2008       | \$-180.00       |

**Equal Pay Account**  
**Auto Pay Account - Pay Day: 25**  
**Equal Pay Amount: \$180.00**

Have your bill paid automatically each month with Xpress Bill Pay's hassle-free Auto Pay feature.

  
[Add to Cart >>](#)

You are presented with a complete representation of your bill. In this example the bill for a city utility is displayed. To pay the bill select “Add to Cart”

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Step 1  
Xpress Cart

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Cart Checkout

Step 3  
Confirmation

▶ The "Item Amount" can be changed if it appears in a red box.

▶ The "Quantity" can be changed if it appears in a red box.

▶ Make sure to click "Update" to save your changes.

| Remove     | Acnt/Part# | Item    | Quantity | Item Amount | Extended Amount |
|------------|------------|---------|----------|-------------|-----------------|
|            | 32058004   | Utility | 1        | \$ 180.00   | \$180.00        |
| Empty Cart |            |         |          | TOTAL:      | \$180.00        |

<< Add More Items

Update Cart

Continue >>

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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 one of the following checkout screens. The first screen represents a checkout with and electronic funds transfer from checking or savings. The second screen represents a checkout with Credit or Debit card.

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Step 1  
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Step 3  
Confirmation

Order Total: \$180.00

### Payment Method

Electronic Funds Transfer from Bank: ☒

Credit Card: ☐

### Billing Information

\* Denotes a required field.

First/Company Name: \* John

Last Name: Doe

Street Address: \* 1234 Any Street

City: \* Any City

State: \* AS

Zip: \* 99999

Phone:

E-Mail: jdoe@anyisp.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.

### Banking Account Information

#### Checking Account

120002024 87884884 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

Routing Number: \* 120002024

Verify Routing Number: \* 120002024

**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: \*

### Electronic Funds Transfer Agreement

By submitting this form I authorize you and my financial institution to initiate a debit entry to my bank account appearing on this form. This authorization is for a single entry and may only be resubmitted if the original entry is returned by my financial institution.

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I AGREE -> Continue >>

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Step 1  
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**Order Total: \$180.00**

**Payment Method**  
Electronic Funds Transfer from Bank: ☐  
Credit 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.

**Credit Card Information**  
Credit Cards accepted by this billing company:  
     
Enter credit card information below:  
Credit Card Number: \*  Expiration: \*  \*   
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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.

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 make certain that you verify the billing address. An incorrect address can cause delay or decline of the card.

When billing information is entered completely select "Continue". A payment confirmation screen is displayed as below.

Step 1  
Xpress Cart

Step 2  
Cart Checkout

Step 3  
Confirmation

Total Payment Amount: **\$180.00**

Billing Name: John Doe

Billing Address: 1234 Any Street  
Any City, AS 99999

Account/Reference Number(s): 32058004

Payment Type: Credit/Debit/ATM Card

Card Type: Visa

Card Number: XXXX-XXXX-XXXX-2313

Expiration: 08/2009

<< Step 2

Complete Payment >>

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 to the checkout screen.



► Transaction detail for payment to [Lehi City](#).

Date: 06/07/2008 - 10:11:48 AM

Transaction Number: 769437PT

Visa — XXXX-XXXX-XXXX-2313

Status: **Successful**

| Description | Reference # | Amt per Item | # Items | Total Amt       |
|-------------|-------------|--------------|---------|-----------------|
| UTILITY     | 32058004    | \$180.00     | 1       | <b>\$180.00</b> |

**Billing Information**  
John Doe  
1234 Any Street  
Any City, AS 99999  
jdoe@anyisp.com

**Total Paid:** **\$180.00**

[Print](#) | [Close](#)

Payment Service Provided By [www.xpressbillpay.com](http://www.xpressbillpay.com)

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