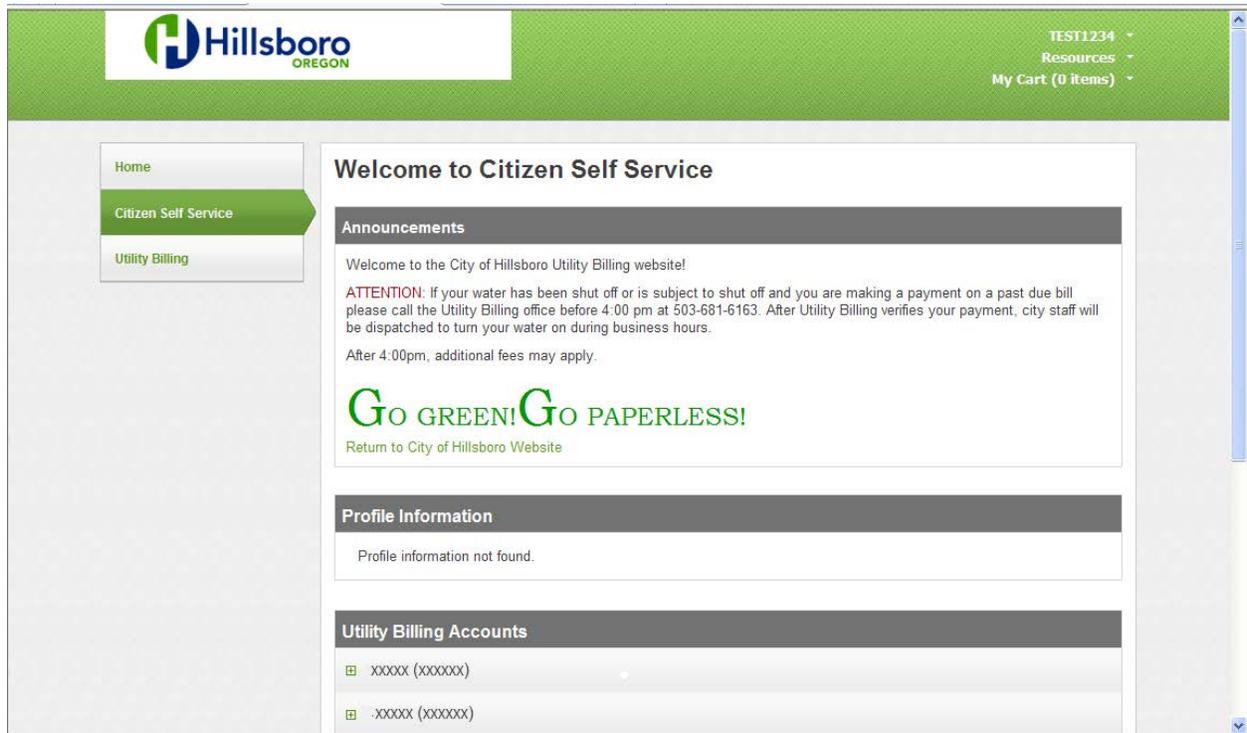
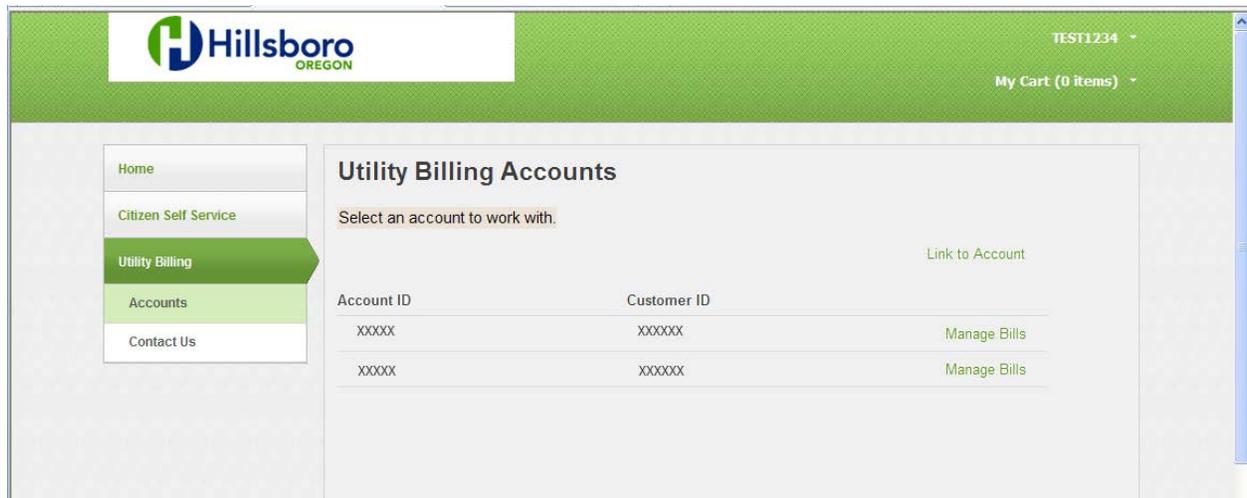


After logging in to the website, the screen will look like this:



Click on Utility Billing



If you have multiple accounts with the City of Hillsboro, you now have the option of paying all accounts with a single credit card transaction. In the past, each account had to be paid separately. Choose the first account, then, Manage Bills.

Hillsboro OREGON TEST1234
My Cart (0 items)

Home
Citizen Self Service
Utility Billing
Accounts
Manage Bills
Account Details
Account Information
Contact Us

Utility Billing Manage Bills

Service Address XXXX XX XXXXX XX
Account Number XXXXX

Outstanding Bills [Show Past Bills](#)

Bill	Pay By	Charges	Balance Due	
<input type="checkbox"/> XXXXXX	10/7/2013	\$ 131.30	\$131.30	Bill Details
Total Due: \$131.30				

Add to Cart
select bills you would like to pay now, then click "Add to Cart"

Select the bill(s) then click on Add to Cart. Be sure to pay the oldest bill first if there is more than one bill owing on a single account.

Hillsboro OREGON TEST1234
My Cart (0 items)

Home
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Manage Bills
Account Details
Account Information
Contact Us

Utility Billing Manage Bills

Service Address XXXX XX XXXXX XX
Account Number XXXXX

Outstanding Bills [Show Past Bills](#)

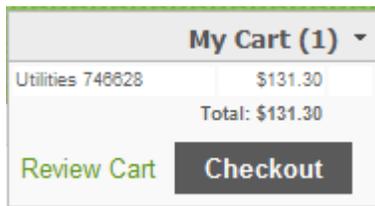
Bill	Pay By	Charges	Balance Due	
<input checked="" type="checkbox"/> XXXXXX	10/7/2013	\$ 131.30	\$ 131.30	Bill Details
Total Due: \$131.30				

Add to Cart
select bills you would like to pay now, then click "Add to Cart"

Screen now says the bill was added to your shopping cart.



To pay the bill, click on My Cart, or go back to Manage Bills to select the next account/bill you want to pay. When finished go to My Cart



Click on Review Cart to review your payment(s)

Shopping Cart Review

Cart Contents

UB SERVICES - GENERAL

Utilities XXXXXX	\$131.30	remove
Subtotal	\$131.30	
Total	\$131.30	

Close

Pay

Click on Pay to continue or remove if you want to start over. If you do not want to pay the full amount of the bill, change the amount below **before** you click continue.

Pay Bills

Step 1 of 4: Payment amount

Step 1 2 3 4

Bill Description	Bill Year	Bill Number	Balance	Due Now	Payment Amount
Utilities	2014	XXXXXX	\$131.30	\$131.30	\$ <input type="text" value="131.30"/>

Continue

Continue

Be sure to select the correct card type from the drop down menu. Choose Discover, Master Card or Visa. The system defaults to Discover so make sure you change it if you are not using a Discover card

Pay Bills

Step 2 of 4: Please enter the payment information

Step 1 **2** 3 4

Enter the details needed to process this payment.

Credit card

Card type

Discover ▼

Card number

Card ID (CVV) number

Where is this?

Expiration date

1 ▼ 2013 ▼

Continue

Enter required information below (your card number, Card ID number and Expiration date)

The screenshot shows the Hillsboro Oregon website's "Pay Bills" section. The header includes the Hillsboro Oregon logo and a user profile for "TEST1234" with a "Resources" dropdown. A left sidebar contains navigation links for "Home", "Citizen Self Service", and "Utility Billing". The main content area is titled "Pay Bills" and indicates "Step 2 of 4: Please enter the payment information". A progress indicator shows "Step 1 2 3 4" with "2" highlighted. Below the heading, it says "Enter the details needed to process this payment." The form is for a "Credit card" and includes the following fields: "Card type" (a dropdown menu currently showing "Visa"), "Card number" (a text input field), "Card ID (CVV) number" (a text input field with a "Where is this?" link), and "Expiration date" (two dropdown menus for month and year). A "Continue" button is located at the bottom of the form.

Continue

Enter all information in the *required fields below:

Pay Bills

Step 3 of 4: Billing address

Step 1 2 **3** 4

Please enter your billing information **exactly** as it appears on your credit card or bank statement.

First name *	<input type="text"/>
Last name *	<input type="text"/>
Address line 1 *	<input type="text"/>
Address line 2	<input type="text"/>
City *	<input type="text"/>
State * two letter abbreviation	<input type="text"/>
Zip code *	<input type="text"/>
Contact phone number *	<input type="text"/>
E-Mail for your e-mail confirmation	<input type="text"/>

Remember my information on this computer

Continue to review your payment

* indicates required field

If you want to save your information, check the box to “Remember my information on this computer”

Continue

Home

Citizen Self Service

Utility Billing

Pay Bills

Step 4 of 4: Review Step 1 2 3 4

Please review the information below. Make changes if necessary, then submit your payment request.

[Payment Amount](#) change

Bill Description	Due Now	Payment Amount
Utilities XXXXXX	\$121.30	\$100.00
Subtotal		\$100.00
Total		\$100.00

[Payment Method](#) change

Visa *****

[Billing Address](#) change

Name XXXXXXXXXXXX

Address XXXXXXXXXXXX

Phone Number XXXXXXXXXX

E-mail XXXXXXXXXXXX

If everything is correct, click Submit

You should receive the following message when your payment has been successfully processed. Print the receipt for your records.

Pay Bills

 Your payment has been successfully processed

Your Confirmation Number is XXXXXXXX
Your Authorization Code is XXXXXX

Thank you for your payment!

You may want to print this page for your records.

Payment Amount

Bill Description	Due Now	Payment Amount
Utilities XXXXXX	\$131.30	\$XXX.XX
Subtotal		\$XXX.XX
Total		\$XXX.XX

Payment Method

Visa ***** XXXXX

Billing Address

Name XXXXXXXXXXXX

Address XXXXXXXXXXXXXXXXXXXX

Phone Number XXXXXXXXXXXX

E-mail XXXXXXXX@XXXXXX.XXX