

# Bill Presentment User Guide



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# Overview

The Value Payment Systems (VPS) Bill Presentment solution offers merchants the ability to present bills to payers online where they can search, print, and pay their bills all in one place. A Shopping Cart feature allows a payer to make partial payments or full payments, as well as pay multiple bills at once. A customizable landing page and bill overview page make this product consistently appealing to billpayers. VPS payment sites offer numerous bill presentment options that can be incorporated into the billing screen, including prior payments, real-time confirmation number and email, schedule future one-time payments, and more.

# Technical Requirements

The Bill Presentment solution is designed to operate using Internet Explorer (must support 128-bit encryption), Chrome, or Firefox browsers. A user may connect via any type of Internet access.

Minimum browser and operating system requirements are:

- Internet Browser: Internet Explorer 7 and 8
- Operating System: Windows Vista and Windows 7

A file of eligible payer data is transmitted to VPS' secure servers on a pre-defined basis. When unique identifying information is entered, such as an account number, the submitted data displays in the form of a bill. Once the billing information is accessed, the payer can process a payment for one or multiple accounts via credit card, debit card, electronic check, or digital wallets. Transaction data can be retrieved through several means, including a flat file via SFTP/PDF file, Excel file, or 24/7 direct online access.

## File Format

Client must provide mapping for fields (examples in table) to support the file.

Field Name	Display Name	Length	Data Type	Searchable Field
LstNME	Last Name	20	Text	Yes
FrstNME	First Name	20	Text	Yes
CstNME	Customer Name	30	Text	No
Add	Address	50	Text	Yes
PCL#	Parcel Number	10	Number	Yes
Acct#	Account Number	15	Text	Yes
Unique Identifier	Any Display Name	50	Text/Number	Yes/No

# Search and View Bill

## Search

On the Bill Presentment landing page, search for a bill based on the criteria entered (ex. Name, Account Number, Bill Number, State Code, etc.). Enter at least three characters for text field searches. Once the information has been entered, select “Search.”

Click the “Clear” button to reset the screen and enter new search criteria.

All payments are processed immediately and the amount of your transaction including the property tax payment and a convenience fee of 1.95% (minimum \$1.95 for credit/debit, or \$.50 per E-check) of the payment amount is charged by Value Payment Systems for using this service. We accept Visa, MasterCard, Discover, PayPal, E-check, credit and debit cards.

Already have an account? [Log in](#)

### Property Taxes

Search By

Please Make Selection

Enter Search Value

Search By

[Return to Homepage](#)
[Clear](#)
[Search](#)

Four search option fields are available. The fields can be text search fields or dropdown menus.

Dropdown menus may include an unlimited amount of search options, but four are recommended for formatting purposes. For each dropdown, the client should identify the options.

Any required fields will be marked with an asterisk (\*).

## Search Results

All bills matching the criteria entered will be presented on the screen with options to add the bill to the shopping cart and/or view the bill. Paid bills will not display the “Add to cart” button.

SEARCH RESULTS					
State Code	Tax Year/Install No	Owner Name/Location	Delinquent Date	Amount Due	
	2009 - Full Year		12/31/2009	\$112.13	<a href="#">Add to cart</a> <a href="#">View</a>
	2010 - Full Year		12/31/2010	\$103.19	<a href="#">Add to cart</a> <a href="#">View</a>

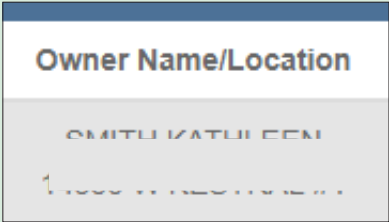
Search results that exceed 25 items will be displayed on multiple pages. To move to the next page, select the page number or the single arrow (>) at the bottom of the list. Please note, ">>" will go to the last page of the results. To decrease the number of results and pages generated, enter a more specific unique identifier (i.e., account number, bill number, or full name).



A maximum of five fields and two functionality buttons can be shown in the search results table. The client should identify what columns to display.

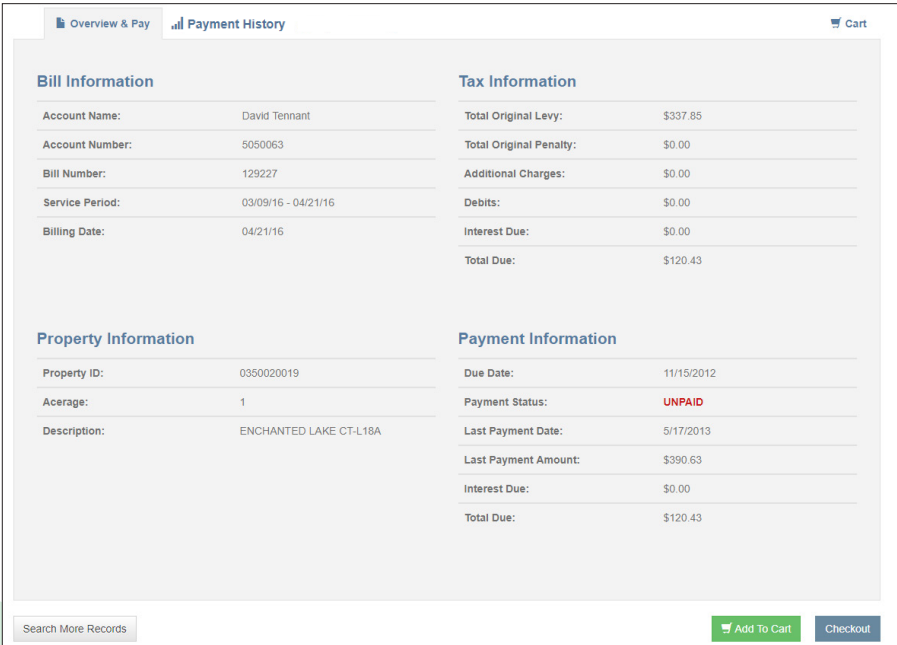
- Field options:
- Name
  - Date
  - Account Number
  - Bill Number
  - Paid Status
  - Any Field Provided in File

Multiple columns from the file can be displayed as a combined column.  
(Ex. Last Name + First Name + Address = Owner Name/ Location field)



## View Bill

Select "View" on a search result to go to the Account Overview screen. Two tabs will be available: Overview & Pay, and Payment History.



## Overview & Pay

This tab displays information related to the bill selected.

Options to add the bill to the shopping cart, proceed directly to checkout, or search for more records are provided.

A maximum of four sections with up to seven fields per section may be displayed on the Overview & Pay tab. Clients should identify the desired number of sections and the information to be displayed in each. (Ex. Account Information - display State Code, Owner Name, Payment Status, etc.)

## Payment History

This tab displays the history of all account payments made via the VPS application. If multiple bills were paid in one transaction, View Details will display the total amount paid for that specific transaction.

Overview & Pay		Payment History				
	Payment Date	Amount Paid	Bill Type	Status		
<a href="#">+ View Details</a>	Sep 15 2017 1:23PM	\$36,196.31	Property Taxes	Paid		
<a href="#">- View Details</a>	Oct 20 2017 8:21AM	\$287,071.86	Property Taxes	Paid		
State Code: 10'	Oct 20 2017 8:21AM	\$72,392.61	Property Taxes	Paid		
<a href="#">+ View Details</a>	Oct 19 2017 4:06PM	\$19,000.00	Property Taxes	Paid		
<a href="#">+ View Details</a>	Oct 3 2017 8:31AM	\$36,196.31	Property Taxes	Paid		
<a href="#">+ View Details</a>	May 9 2018 8:17AM	\$36,196.30	Property Taxes	Paid		
<a href="#">+ View Details</a>	May 9 2018 8:17AM	\$36,196.30	Property Taxes	Paid		
<a href="#">+ View Details</a>	May 4 2018 9:15AM	\$6,086.07	Property Taxes	Paid		
<a href="#">+ View Details</a>	Dec 11 2017 2:27PM	\$26,678.93	Property Taxes	Paid		

*Only payments processed on this website will be displayed. The payment Status will display as pending (same day), and will update to paid the next business day.*

Five columns (View Details, Payment Date, Amount Paid, Bill Type, and Status) display on the Payment History tab. Payments made on the same day will show as "Pending."

# Shopping Cart


Shopping Cart provides flexibility when processing payments. Payers can add one or multiple bills to the shopping cart, and can make a full or partial payment toward a bill. The VPS Bill Presentment product provides duplicate payment prevention - only unpaid bills can be added to the shopping cart.


Add bills to the cart by:

- Clicking the “Add to Cart” button on the search results list
- Clicking the “Add to Cart” button on the Account Overview page

The information shown in the cart corresponds with the details displayed on the Account Overview page and is based on the data submitted in the file. Select “Checkout” to go to the Payment Details page.

Partial payment is an optional feature that the client can enable to allow the payer to make a payment greater/less than the amount due. Three cart view options are available: two boxes (partial and overpayments allowed); one box (no partial or overpayments allowed); and one box (partial and overpayments allowed).


**Cart**


**Subtotal (2 items): \$327.78**

---

**Item 1**  
[Remove Item From Cart](#)

<b>Owner Name:</b>	Tennant David A	<b>Due Date:</b>	11/15/2012
<b>Description:</b>	ENCHANTED LAKE	<b>Payment Status:</b>	<b>UNPAID</b>
<b>Account Number:</b>	5050063	<b>Last Payment Date:</b>	5/17/2013
<b>Bill Number:</b>	129227	<b>Last Payment Amount:</b>	\$390.63
<b>Bill Type:</b>	REAL	<b>Interest Due:</b>	\$0.00
<b>Bill Class:</b>	Property	<b>Total Due:</b>	<b>\$120.43</b>
<b>Tax Year:</b>	2012		

☒ **Pay Total Balance Due**

Total balance due by  
11/15/2012  
**\$120.43**

☐ **Pay Another Amount**

Choose any amount, but remember  
to pay in full by the due date

---

**Item 2**  
[Remove Item From Cart](#)

<b>Owner Name:</b>	Tennant David A	<b>Due Date:</b>	09/15/2013
<b>Description:</b>	HAPPY ACRES	<b>Payment Status:</b>	<b>UNPAID</b>
<b>Account Number:</b>	3210063	<b>Last Payment Date:</b>	5/17/2013
<b>Bill Number:</b>	129232	<b>Last Payment Amount:</b>	\$405.63
<b>Bill Type:</b>	REAL	<b>Interest Due:</b>	\$0.00
<b>Bill Class:</b>	Property	<b>Total Due:</b>	<b>\$207.35</b>
<b>Tax Year:</b>	2013		

☒ **Pay Total Balance Due**

Total balance due by  
11/15/2012  
**\$207.35**

☐ **Pay Another Amount**


Choose any amount, but remember  
to pay in full by the due date

---

**Subtotal (2 items):**  
**\$ 327.78**

### Cart View Option #1: two boxes (partial and overpayments allowed)




**Cart**

Subtotal (2 items): \$327.78

**Item 1**  
[Remove Item From Cart](#)


Owner Name:	Tennant David A	Due Date:	11/15/2012
Description:	ENCHANTED LAKE	Payment Status:	<b>UNPAID</b>
Account Number:	5050063	Last Payment Date:	5/17/2013
Bill Number:	129227	Last Payment Amount:	\$390.63
Bill Type:	REAL	Interest Due:	\$0.00
Bill Class:	Property	<b>Total Due:</b>	<b>\$120.43</b>
Tax Year:	2012		

Pay Total Balance Due

Total balance due by 11/15/2012

**\$120.43**

### Cart View Option #2: one box (no partial or overpayments allowed)


**Cart**

Subtotal (2 ): \$215.32

**Item 1**  
[Remove Item From Cart](#)

State Code:	Minimum Amount Due
Tax Year/Install No:	\$112.13
Account Name:	Total balance due by
Property Location:	12/31/2009
	<b>Total Due</b>
	<b>\$112.13</b>

Enter Payment Amount

112.13

Amount paid must be Minimum Amount Due or greater. Remember to pay in full by the due date to avoid penalties and interest.


### Cart View Option #3: one box (partial and overpayments allowed)

Click on the Details icon located on the "Payment Details" page to view cart item information via a popup window. Close the popup window to return to the Payment Details screen. Click the back button at the bottom of the page to return to the Shopping Cart and remove or add items.

Payment Information

Payment Amount

**\$215.32**



Cart Item Info

**Item 1**  

Owner Name:	David Tennant	Due Date:	11/15/2012
Description:	ENCHANTED LAKE	Payment Status:	<b>UNPAID</b>
Account Number:	5050063	Last Payment Date:	5/17/2013
Bill Number:	129228	Last Payment Amount:	\$390.63
Bill Type:	REAL	Interest Due:	\$0.00
Bill Class:	Property	<b>Total Due:</b>	<b>\$120.43</b>
Tax Year:	2012		

**Item 2**  

Owner Name:	David Tennant	Due Date:	11/15/2012
Description:	ENCHANTED LAKE	Payment Status:	<b>UNPAID</b>
Account Number:	5050063	Last Payment Date:	5/17/2013
Bill Number:	129227	Last Payment Amount:	\$390.63
Bill Type:	REAL	Interest Due:	\$0.00
Bill Class:	Property	<b>Total Due:</b>	<b>\$120.43</b>
Tax Year:	2012		

Subtotal (2 items): \$327.78

CLOSE

# Submit and Review Payment

## Payment Details

Enter all information necessary for processing payment. Required fields are marked with an asterisk (\*) and must be completed to continue. Payment methods accepted are Credit/Debit Card, E-Check, Pay with my Bank, PayPal, Visa Checkout, American Express Checkout, and Master Pass,

☐ Future Pay? [?](#)  
☐ Check this if address is international.

**First Name\***

**Last Name\***

**Address\***

**Address Continued**

**City\***





**State\***

**Zip Code\***

**Contact Phone Number\***

**Email Address** [?](#)

**Payment Method\***




**Card Number\***


**Expiration Month\***


**Expiration Year\***

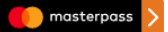
**CVV\*** [What is the CVV?](#)

Or checkout with:

  
Instantly pay with a bank account  
Secured technology by AMEX

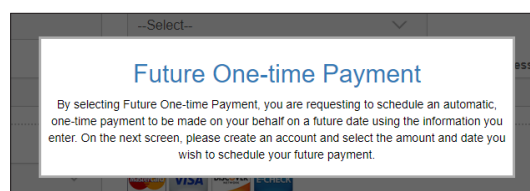
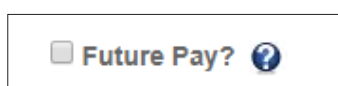






## Future Pay

Future Pay is a feature that allows payers to schedule an automatic, one-time payment to be made on a future date. Payers must create an account (once payment information is submitted) and select the amount and date of the future payment.



### Create Account

**Set up One-time Payment**

You have requested to set-up One-time Payment.

In order to set up the One-time Payment, you will need to create an account with Value Payment Systems. Please provide the information below, selecting a date to process the payment, and select "Continue".

**Email Address: \***

**Password: \***

**Confirm Password: \***

(Must contain at least one uppercase, one lowercase, one number, one special character and be at least 8 digits long but not exceed 16 characters)

**First Name: \***

**Last Name: \***

**Address: \***

**City: \***

**State: \***

**ZIP Code: \***

**Phone: \***

### Future Payment

Please set up the one - time scheduled payment by providing the information below and selecting Continue. You will have an opportunity to review and edit your payment prior to submitting for processing. Your selected payment date will be displayed on your payment receipt.

- Your payment will automatically process on the date you select.
- Up to 5 days prior to your scheduled payment, you will receive an email reminding you of the upcoming charge.
- After the payment is processed, you will receive an email indicating your confirmation number.

Your account will not be charged until the date you enter below.

**Future Payment Schedule**

**Payment Date: \***

**Payment Amount :** \$1824.59

### Account Information

Click each item below to reveal information or [Expand All](#)

**State Code:** 2009 - Full Year

**State Code:** 2010 - Full Year

**Payment Date:** 08/24/2018 [Edit](#)

### Payment Information

<b>Amount:</b>	<b>\$215.32</b>
<b>Convenience Fee:</b>	<b>\$4.20*</b>
<b>Total Amount:</b>	<b>\$219.52</b>

If a payer schedules a future payment, the selected payment date will appear between the Account Information and Payment Information sections on the Review Information screen. Payers can edit the scheduled payment date by clicking on the "edit" hyperlink.

# Review Information

The Review Information tab displays the item(s) added to the cart and the total payment amount due. To edit payment information, select the “Edit Payment Details” button at the bottom of the screen to go back to the previous page.

1

PAYMENT  
DETAILS

2

REVIEW  
INFORMATION

3

PAYMENT  
RECEIPT

This is not a receipt. Review your information and click the Accept Terms and Process Payment button to process your payment.

Account Information

Click each item below to reveal information or Expand All

State Code: 09

2009 - Full Year

State Code: 10

2010 - Full Year

Payment Information

Amount:

\$215.32

Convenience Fee:

\$4.20\*

Total Amount:

\$219.52

Card Number: \*\*\*\*\*5557

Expiration Date: 0120

Joe Smith

123 Main St Nashville TN 37215 US

\* A nonrefundable convenience fee will apply.

Terms and Conditions

This secure service is offered by Value Payment Systems in agreement with your payment entity. All payments are processed immediately, and the payment date and time are equal to the time you complete this transaction and receive a confirmation number. If your payment is unable to be processed, your payment liability will remain outstanding and you will be subject to any applicable penalties or interest. These obligations remain your sole responsibility. Value Payment Systems cannot issue refunds once your payment is processed and you receive a confirmation number.

Please make sure you enter and review all information carefully for accuracy prior to completing your transaction. By selecting the Accept Terms button on this page you are agreeing to these Terms and Conditions.

Edit Payment Details

Accept Terms & Process Payment

To view detailed information for selected bills, click the Expand All link in the Account Information Section.

Confirm all information, then click the “Accept Terms & Process Payment” button to process the payment and go to the Payment Receipt page.

Account Information

Click each item below to reveal information or Collapse All

State Code: 09

2009 - Full Year

09

2009 - Full Year

CONFIRMATION

1700112315611

Payment Amount

\$112.13

State Code: 10

2010 - Full Year

10

2010 - Full Year

CONFIRMATION

1700112315611

Payment Amount

\$103.19

The fields on the expanded view can be customized based on information in the file.

# Payment Receipt

The payment receipt provides the bill number(s) paid in the transaction, as well as a confirmation number. Receipts can be printed from this screen, or emailed if an email address was entered on the Payment Details screen.

1  
PAYMENT  
DETAILS

2  
REVIEW  
INFORMATION

3  
PAYMENT  
RECEIPT

### Account Information

Click each item below to reveal information or Expand All

State Code:	2009 - Full Year
State Code:	2010 - Full Year

### Payment Information

Amount:	\$215.32
Convenience Fee:	\$4.20*
Total Amount:	\$219.52

Card Number: \*\*\*\*\*5557  
Expiration Date: 0120  
Joe Smith  
123 Main St Nashville TN 37215 US

### Congratulations


Your transaction has been successfully completed.  
Your confirmation number is:

## 5612715

08/03/2018 10:41:26 [MST]  
Please print this page for your records.

[Print Receipt](#)
[Home](#)

8/3/2018
Bill Presentation



### Account Information

Click each item below to reveal information or Expand All

**Bill Number: 129228**

Bill Type: Property Tax  
Bill Address: 123 Front St., Alamo, TX 78516  
Bill Class: 123-456-78799  
Tax Year: 12/24/2016  
Name and Address: Tenant David A  
Apt C1 Alamo, TX 78516

**Bill Number: 1456327**

Bill Type: Property Tax  
Bill Address: 123 Front St., Alamo, TX 78516  
Bill Class: 123-456-78799  
Tax Year: 12/24/2016  
Name and Address: Tenant David A  
Apt C1 Alamo, TX 78516

### Payment Information

Amount: \$327.78  
Convenience Fee: \$1.50\*  
Total Amount: \$329.28

Card Number: \*\*\*\*\*7890  
Expiration Date: 10/20/2016  
Name: David Tennant  
Address: 123 Front St., Alamo, TX 78516


### Congratulations

Your transaction has been successfully completed.  
Your confirmation number is:  
5015236

February 8, 2015, 3:04pm EST

Your property tax payment will post to the account listed below. Your payment date and time are equal to the time you completed this transaction as indicated by the Digital Time Stamp below. Payments received after 3:00 p.m. Eastern Time will be posted to your case on the next business day.

Your confirmation email will be sent from confirmation@paylocalgov.com and your email reminders will be sent from reminder@paylocalgov.com.




Dear Customer,

Thank you for using the payments online payment service powered by Value Payment Systems, LLC to complete your online payment. This email confirms that your payment of \$25 plus a \$1.00 processing fee has been received. Your confirmation number is 6625124535.

Sincerely,

Value Payment Systems Customer Support



Do not reply to this email. If you have questions about your payment, please contact us at [support@valuepaymentsystems.com](mailto:support@valuepaymentsystems.com). To better assist you please reference your confirmation number and payment entity.