

Standalone Websites

USER'S GUIDE



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TABLE OF CONTENTS

About this Document	4
Purpose	4
Audience	4
Standard Functionality.....	5
Customizable Functionality.....	5
Website Access and Branding.....	5
User Account Information Storage	5
Payment Types	5
Payment Methods	6
PayLocalGov	6
Overview	6
Select a Payment Category	7
Multiple Payment Types Offered	8
One Payment Type Offered	8
1. Payment Details (Step 1)	8
Validated Account Information Storage	8
Non-Validated Account Information Storage.....	9
State Governments.....	12
Overview	12
ChildSupportBillPay	12
Overview	12
EducationBillPay	13
Overview	13
PropertyBillPay	13
UtilityBillPay	13

About this Document

Purpose

This document helps users understand different features of the Value Payment Systems (VPS) Standalone Websites. The platform provides a one-stop shop of the latest alternative payment methods and customizable solutions. This user guide highlights these features in detail. While our Standalone websites offer the same basic functionality for all market segments, some features vary across each. This document outlines these standards of functionality as well as the details in each market segment.

Audience

This document is intended for use by Value Payment Systems, Inc. employees, partners and clients needing to access any of the VPS Standalone Websites across various market segments including local governments, State governments, Child Support, Education, Utilities, and Property Management.

Standard Functionality

All products across our platform of Standalone websites offer the same basic website features, no matter the type of vertical or branding used. While some specific fields and verbiage is customizable (see [Customizable Functionality](#) section), VPS always follows the same trusted payment processing functionality as our pioneering product PayUSATax.

1. Users can access a custom URL to standalone website
2. Users can select the bill they want to make a payment for
3. Users are taken through 3 steps to complete a payment

Customizable Functionality

VPS offers customization options within certain areas of a Standalone website when onboarding a client that will impact the look and flow of the site when users visit it.

These options include the following:

1. Website access and branding
2. User account information storage
3. Payment types
4. Payment methods

Website Access and Branding

Each of our standalone web applications is created to be accessible by direct access to the standalone website address or redirected from the entity's own website. VPS hosts the URL, database information, processing, and any changes requested to the site. Depending upon the market segment, certain branding, colors, and verbiage are customizable.

User Account Information Storage

Users can checkout either by looking up their account credentials stored in VPS or they can first select a payment type and then enter in account information as a guest to make a payment. These options are defined as Validated and Non-validated account information storage, respectively.

Payment Types

Clients can specify the payment types to include on their site for any local, State, EducationBillPay, or PropertyBillPay Standalone websites. Payment types are defined as a bill category specific to a segment. Example: Individual Income State tax, Property tax, Apartment payments, etc.

Payment Methods

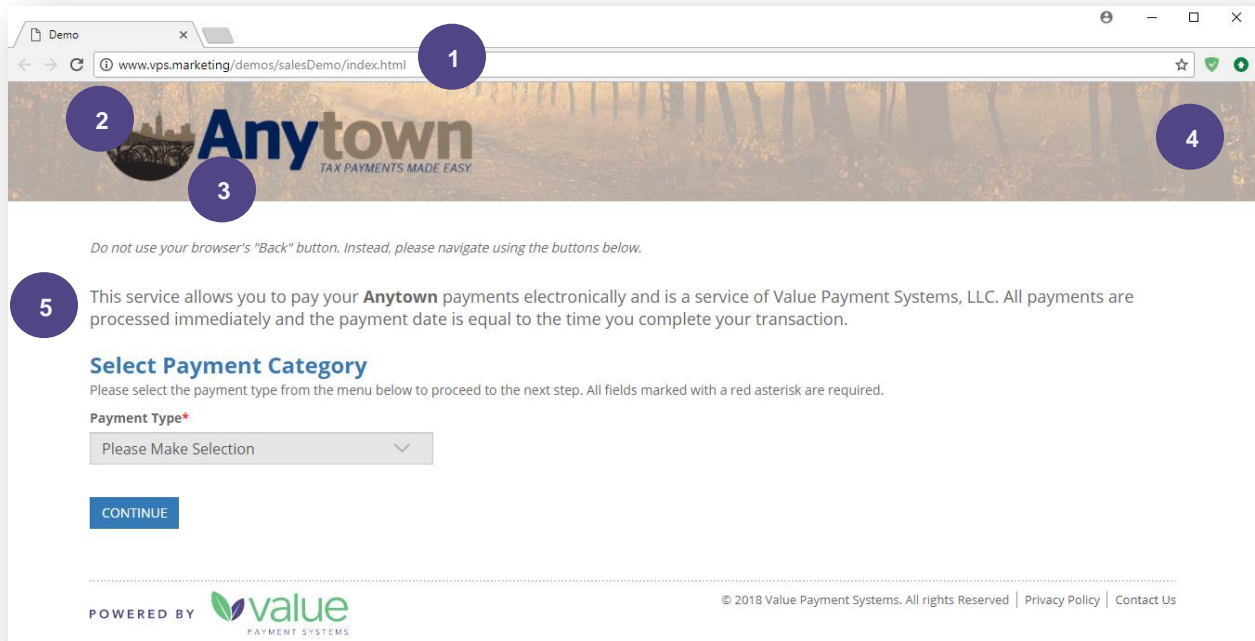
Clients can specify the payment methods they want to make available to their constituents. Payment methods are defined as one of the standard online options used for transferring money from one person or entity to another. VPS offers a wide range of payment methods for each Standalone website.

PayLocalGov

Overview

Hundreds of county and municipal government clients around the country are served through VPS' PayLocalGov program and its network of partners. All of our PayLocalGov standalone websites are built out with the entity's desired:

1. URL
2. Logo/Image
3. Entity name color
4. Background image
5. Home page messaging



1. Browser address bar showing the URL: www.vps.marketing/demos/salesDemo/index.html

2. Anytown logo with tagline: TAX PAYMENTS MADE EASY

3. Instructional text: *Do not use your browser's "Back" button. Instead, please navigate using the buttons below.*


4. Instructional text: This service allows you to pay your **Anytown** payments electronically and is a service of Value Payment Systems, LLC. All payments are processed immediately and the payment date is equal to the time you complete your transaction.

5. **Select Payment Category**
Please select the payment type from the menu below to proceed to the next step. All fields marked with a red asterisk are required.

Payment Type*

Please Make Selection

CONTINUE

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PAYMENT SYSTEMS

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Select a Payment Category

Now that users have access to the website, they must select the Payment Category they wish to make a payment for. Entities can provide between one and **twenty** different options. The page will display different

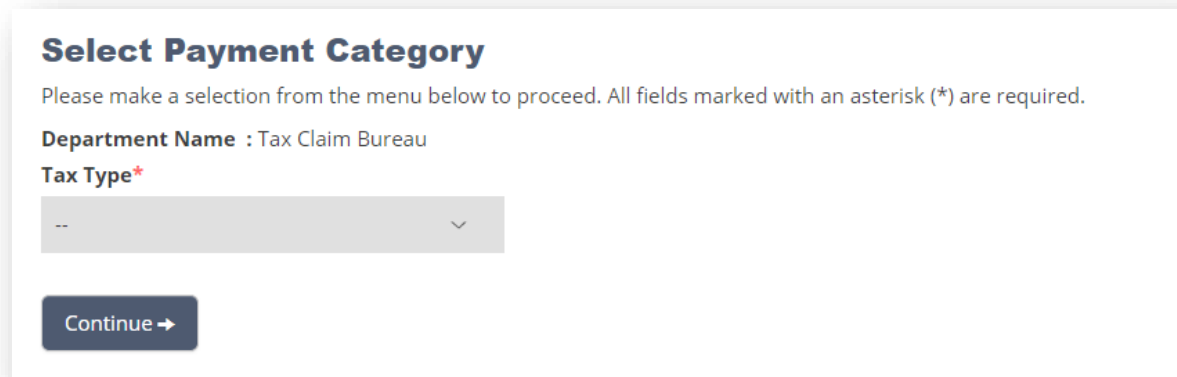
Examples of Payment Categories:

- Business License
- Property Taxes
- ABC License
- Tax Certifications, etc.

Multiple Payment Types Offered

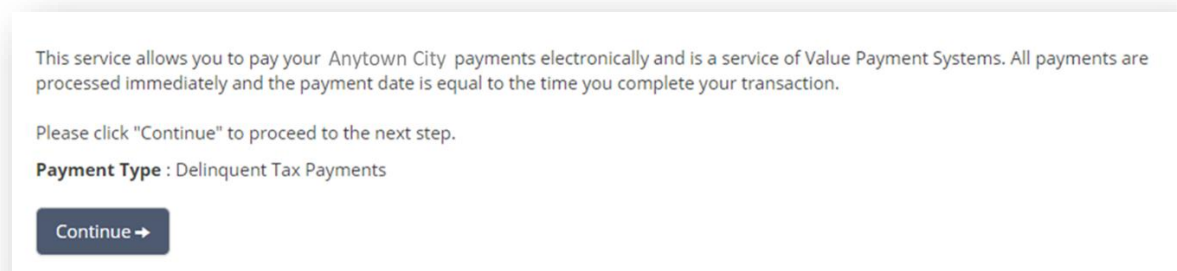
If an entity wants to allow more than one Payment Type, they can add options to a dropdown menu. In this scenario,

1. The page displays “Select Payment Category” section title, and
2. The user must select one option from the menu.



One Payment Type Offered

If an entity designates only one specified Payment Type, then no dropdown menu will display. The specified Payment Type will display.



From here, the user can click the “Continue” button to proceed to the checkout process.

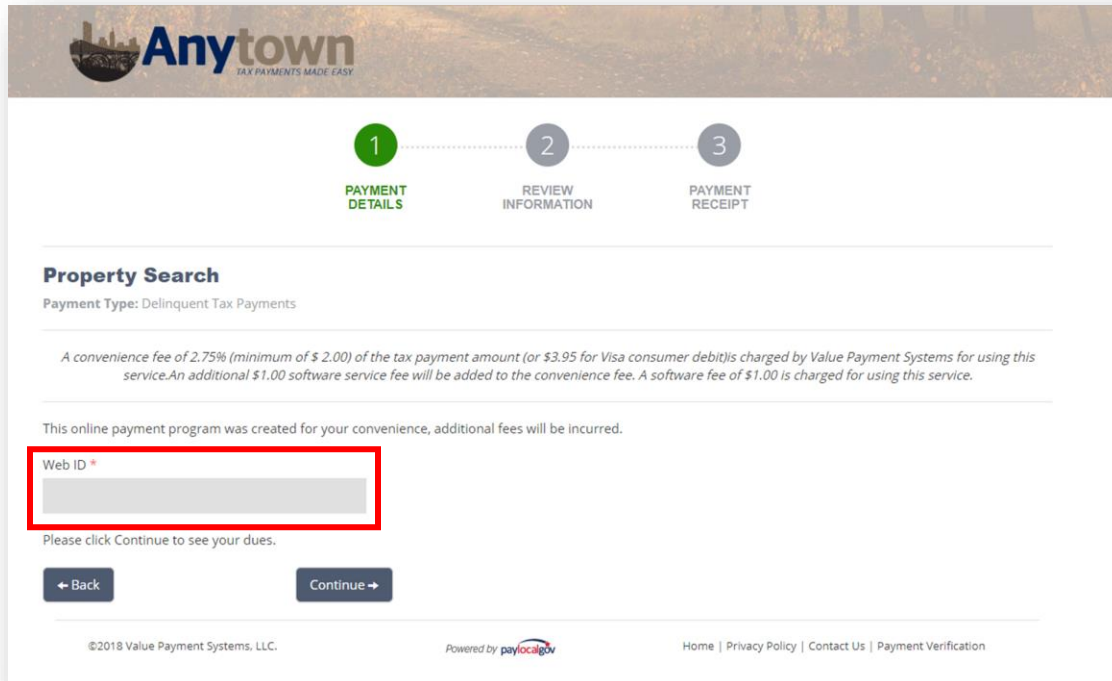
1. Payment Details (Step 1)

Now that a Payment Type has been selected, users can continue the checkout process by either validating the amount they have on their bill to pay or just making any payment amount.

Validated Account Information Storage

Clients who select this option allow users to enter a unique identifier to search for their bills to pay. The identifier will then be validated against the database to ensure that the user has a payment to make according to the client’s records before they enter in their payment information.

From here, users will be prompted to enter the unique identifier specified by the client.



The screenshot shows the 'Anytown TAX PAYMENTS MADE EASY' website. At the top, there are three steps: 1. PAYMENT DETAILS (highlighted in green), 2. REVIEW INFORMATION, and 3. PAYMENT RECEIPT. Below this is the 'Property Search' section with the text 'Payment Type: Delinquent Tax Payments'. A disclaimer states: 'A convenience fee of 2.75% (minimum of \$ 2.00) of the tax payment amount (or \$3.95 for Visa consumer debit) is charged by Value Payment Systems for using this service. An additional \$1.00 software service fee will be added to the convenience fee. A software fee of \$1.00 is charged for using this service.' Below this, it says 'This online payment program was created for your convenience, additional fees will be incurred.' A red box highlights the 'Web ID *' input field. Below the field, it says 'Please click Continue to see your dues.' There are 'Back' and 'Continue' buttons. The footer includes '©2018 Value Payment Systems, LLC.', 'Powered by paylocalgov', and links for 'Home | Privacy Policy | Contact Us | Payment Verification'.

Unique Identifier options include:

1. Bill Number
2. Rep ID Number
3. Social Security Number
4. Account Number
5. Web ID Number
6. Parcel Number
7. Custom Identifier

Custom Identifiers can be set up through a VPS Account Manager.

Non-Validated Account Information Storage

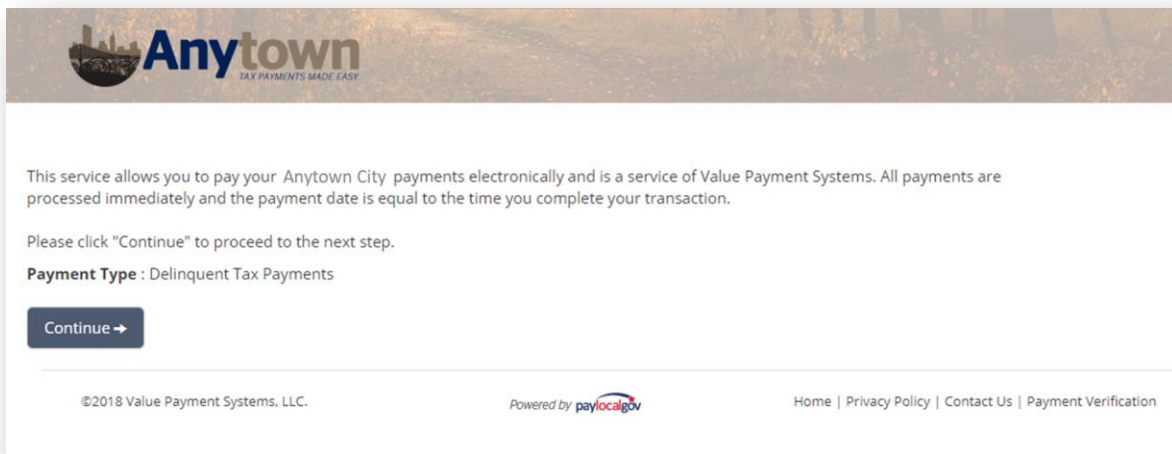
Clients who select this option allow users to make any Payment Type they like without being validated against a unique ID in the database to confirm they have a payment due for the selected Payment Type.

PayLocalGov standalone sites with this option first allow users to specify the Payment Category. Payment Categories can be broken out into one, two, or three separate sections or dropdowns if some Payment Types are conditional to a specific office or department.

In the case of there being only one department, examples for Payment Types may be:

1. Tuition
2. Delinquent Tax Payments
3. Property Tax
4. Utilities
5. Court Fees and Fines
6. License
7. Dog License
8. Custom Fee

Custom Fees can be set up through a VPS Account Manager.



The screenshot shows a web interface for 'Anytown' with the tagline 'TAX PAYMENTS MADE EASY'. It includes a paragraph explaining the service, a 'Continue' button, and a footer with copyright information and links.


Anytown
TAX PAYMENTS MADE EASY


This service allows you to pay your Anytown City payments electronically and is a service of Value Payment Systems. All payments are processed immediately and the payment date is equal to the time you complete your transaction.

Please click "Continue" to proceed to the next step.

Payment Type : Delinquent Tax Payments

[Continue →](#)

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Do not use your browser's "Back" button. Instead, please navigate using the buttons below.

This service allows you to pay your **Anytown** payments electronically and is a service of Value Payment Systems, LLC. All payments are processed immediately and the payment date is equal to the time you complete your transaction.

Select Payment Category

Please select the payment type from the menu below to proceed to the next step. All fields marked with a red asterisk are required.

Payment Type*

Please Make Selection


Please Make Selection

Property Tax

Utilities

Court Fees and Fines

License

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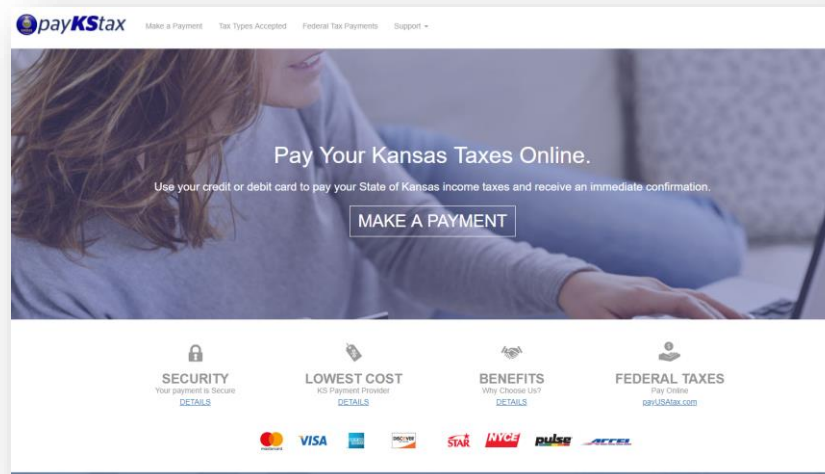
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State Governments

Overview

Our State tax payment sites allow residents of a state to access a one stop shop for all the different types of state taxes from Individuals to Businesses.

State sites built out by VPS get our branded logos (e.g.: “payKStax”) that are customized to include the state abbreviation, flag, and colors to make it unique. These sites get more tabs to include detailed information around benefits, tax types, security, support and FAQs.



ChildSupportBillPay

Overview

ChildSupportBillPay allows a non-custodial parent to pay child support using any payment method--credit/debit card, e-check, etc. This VPS product also offers an employer’s site that allows payment to be made on behalf of the non-custodial parent. The site can be used to make payments on behalf of multiple non-custodial parents at one time. Payments can be scheduled for one-time payments, one-time future payments, and scheduled frequency future payments. All payments can be tracked within the application. Reporting tools are available.

EducationBillPay

Overview

EducationBillPay allows users (the “responsible party”) to make education related payments. This VPS product has two options for login: “Admin” and “Responsible Party”. Admin users are able to manage student accounts, waive payments, or reset payment plans. *EducationBillPay* is designed for primary and secondary schools, and Universities.

PropertyBillPay

UtilityBillPay