

## **TOWN OF BOSTIC ONLINE QUICK PAY GUIDE**

Online bill payment is now available. To access the online payment portal, go to the Town's website at <https://townofbostic.com> and click the "Bill Payment" link.

You may setup an account or do a quick pay. You will need to have available a current bill and locate the account and tenant number.

### ***To setup an account***

- On login page select the "Register".
- Enter the user information requested and select "Register".
- You will get a message your registration was successful. An email will be sent to you with your temporary password.
- Go back to the login page. Enter your email and temporary password. You will be prompted to change your password.
- Then you will need to link your bill to your account. Enter your account number then tenant number. The tenant number is the last 2 digits on your bill. You will not include the last 2 digits in the account number field.
- Once the account is linked your account information will show and you can select "Pay Bill".
- You may save your credit/debit card information, setup email reminders or setup to automatically pay your bill up to five days before it is due.
- Your receipt will be received by email.

### ***Quick Pay***

- On login page select "Pay Bill Without Logging In"
- Enter your account number then tenant number. The tenant number is the last 2 digits on your bill. You will not include the last 2 digits in the account number field.
- Select "Next" and verify that is the correct account. If it is the correct account, select "Yes".
- Choose payment amount and method, then select "Checkout".
- Enter your credit/debit card information. Then select "Submit Payment".

For customers that elect to setup an account your payment will not show up immediately in the account history. Payment will typically show up in the account history within one business day.