

Make a Payment on an Account

Follow the steps below to make a payment on the Utility Billing site:

1. On the [Utility Billing Home page](#), click an account number to display the [Account Detail page](#).

The screenshot shows the 'Account Detail' page for account 040-0240-96. The header includes the Tyler Technologies logo and navigation links: Accounts Receivable, Building Projects, Business Licenses, Call Center, Court Payments, and Property Tax. The breadcrumb trail is 'Online Payments Demo / Utility Billing / Accounts / Account Detail'. The main heading is 'Account Detail'. The account information is displayed as '5072 CRAWFORD DR.' and 'JANE DOE' with 'Acct# 040-0240-96'. A status message says 'This account is active.' Below this are tabs for 'Account Detail', 'Transaction History', 'Address Info', 'Account Info', 'Consumption History', and 'Avg Monthly Payment'. A 'Balance Summary' table is shown with a 'Make a Payment' button. The table lists: Prior Account Balance (\$282.67), Current Bill (Due 10/15/2007) (\$87.63), Transactions Since Current Bill (\$0.00), and Account Balance (\$370.30).

Balance Summary		Make a Payment
Prior Account Balance	\$282.67	
Current Bill (Due 10/15/2007)	\$87.63	
Transactions Since Current Bill	\$0.00	
Account Balance	\$370.30	

The screenshot shows the 'Utility Billing Home' page. The header includes the Tyler Technologies logo and navigation links: Accounts Receivable, Building Projects, Business Licenses, Call Center, Court Payments, Property Tax, and Utility Billing. The breadcrumb trail is 'Online Payments Demo / Utility Billing'. The main heading is 'Utility Billing Home'. Below this is an 'Accounts' table with an 'Add Account' button. The table lists account 040-0240-96 as 'Active' with address 5072 CRAWFORD DR., last payment of (\$5.00) on 9/24/2007, and a balance of \$370.30 due 10/15/2007. To the right is an 'Online Services' sidebar with links for 'Utility Billing Home', 'Manage Accounts', and 'Sign up to go Paperless'.

Account Number	Address	Last Payment	Balance	Pay
040-0240-96 Active	5072 CRAWFORD DR.	(\$5.00) 9/24/2007	View Bill \$370.30 Due 10/15/2007	

2. Click **Make a Payment** to display the [Payment Cart page](#). If the site accepts partial payments, enter the amount to pay in the **Amount** field. Click **Pay More Accounts** to add payments for additional accounts on this transaction.

Payment Cart

Payment Cart

Account #	Address	Current Balance	Amount
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$ <input type="text" value="82.47"/> <input type="button" value="x"/>
		Subtotal	\$82.47

[Pay More Accounts](#)

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

[Cancel Payment](#)

Need Help?

- [Submit Service Request](#)
- [Contact Us](#)
- [\(806\) 555-1212](#)

NOTE If the site does not allow partial payments, users do not see the Payment Cart page. Instead, they move directly to the Select a Payment Method page.

- Click **Continue** to display the [Submit Payment page](#). Confirm everything on the page is correct. To change the payment method, click **Change** in the Payment Method Section. To change the payment amount, click **Change Payment Amounts** button in the Payment Summary section (if the site allows partial payments). Click **Pay More Accounts** to add payments for additional accounts to this transaction.

Submit Payment

Your most recently used payment method has been selected. [Use a different payment method.](#)

Payment Method Change

*****5454

Expires 1/2025

Name Jon Doe

Address 1200 Oaks Blvd

Zip 55555

Submit Payment - \$85.54

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

Need Help?

- [Submit Service Request](#)
- [Contact Us](#)
- [\(806\) 555-1212](#)

Payment Summary

[Change Payment Amounts](#)
[Pay More Accounts](#)

Account #	Address	Current Balance	Amount
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$82.47
Subtotal			\$82.47
Processing Fee			\$1.82
Municipal Online Payments Fee			\$1.25
Total			\$85.54

Cancel Payment

To cancel your payment and clear all selected accounts from your session, click [Cancel Payment](#).

Messages

To see **Quick Pay Feature** use- Account #- 019-0400-06, last Payment amount- 15.00

If you didn't get a chance to read your Utility flyer that came in the mail check it out [here](#).

The City mails out the utility bills by the 4th of each month. Bills are due and payable upon receipt. If payment is not **received** at the City on or before the 18th of each month, the bill will be considered delinquent

- Click **Submit Payment** to complete the payment. The [Payment Receipt page](#) displays. To print a receipt, click **Print This Page** at the bottom of the page. The system automatically emails a copy of this receipt to the user's email address.

Payment Receipt

Thank you for your payment

Confirmation Number XLEWHECH3T5DJPYUQP53677QL
Paid To Online Payments Demo - Utility Billing
Paid By Jane Smith

Credit Card Number *****5454
Expiration Date 1/2025
Billing Address Jon Doe
1200 Oaks Blvd
55555

Payment Summary - 12/1/2016 9:42 AM

Account #	Address	Current Balance	Amount Paid
001-0680-00	6882 FM 549 SOUTH	\$82.47	\$82.47
		Subtotal	\$82.47
		Processing Fee	\$1.82
		Municipal Online Payments Fee *	\$1.25
		Total	\$85.54

* Municipal Online Payments Fee will appear as a separate charge on your statement
Your payment has been received. Please print this page or write down your confirmation number. An email containing this information was sent to demo@tylertech.com. Return to the Online Payments Demo - Utility Billing home page.

Online Services

- [Utility Billing Home](#)
- [Manage Accounts](#)
- [Sign up to go Paperless](#)

Need Help?

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Messages

To see **Quick Pay Feature** use- Account #- 019-0400-06, last Payment amount- 15.00

If you didn't get a chance to read your Utility flyer that came in the mail...

Related Topics

[Log In to the Online Services Website](#)

[Submit a Service Request](#)

[Contact Us](#)

Need more help? Visit [Tyler University](#), [Tyler Community](#), or contact your [Support Team](#).

