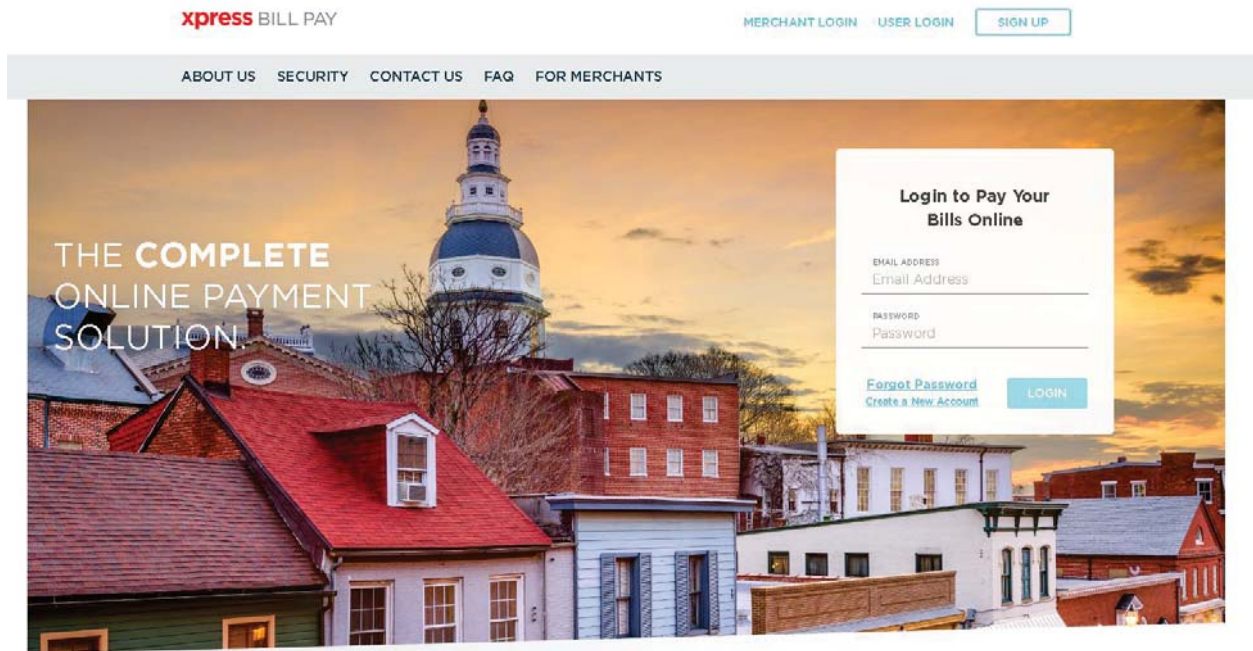


xpress BILL PAY

Instructions for First Time Users

1. Go to www.xpressbillpay.com



You probably arrived here via a link from your billing organization’s website. Perhaps you are here because you received a mailer with your bill informing you that this new service is available to facilitate the payment of a bill online.

Whatever the reason, this instruction set is designed to help you create a secure login, link a bill for display each time you login, and walk you through the payment process. Other features are available, including auto pay, bill history, payment history, etc. These additional features are covered in other documents.

Let’s begin by selecting the “**SIGN UP**” button at the top of the screen on our main Home Page. You will be presented with the following screen.

2. Set Up New Account Information

The screenshot shows the Xpress Bill Pay website. At the top left is the 'xpress BILL PAY' logo. To the right are links for 'MERCHANT LOGIN', 'USER LOGIN', and a 'SIGN UP' button. Below these is a navigation bar with links for 'ABOUT US', 'SECURITY', 'CONTACT US', 'FAQ', and 'FOR MERCHANTS'. The main content area features a background image of a town with a prominent domed building. On the left, text reads 'THE COMPLETE ONLINE PAYMENT SOLUTION.'. On the right, a white form titled 'NEW TO XPRESS BILL PAY? Create an Account to Pay Your Bills Online' is overlaid. The form contains fields for 'EMAIL' (filled with 'JohnDoe@email.com'), 'PASSWORD' (filled with '*****'), and a 'STRENGTH: STRONG' indicator. There is a checkbox for 'I'm not a robot' and a 'NEXT' button. Below the form, there is a link for 'Already a Member? LOGIN'.

Fill in the email address and password fields, clicking in the box “I’m not a robot” and follow the instructions as prompted. Select “NEXT” to continue.

The screenshot shows the account creation form with the following fields and values:

- ACCOUNT TYPE: Personal
- FIRST NAME: John
- LAST NAME: Doe
- PHONE: (480) 123-4567
- ADDRESS: 1234 Any Street
- CITY: AZ
- STATE/PROVINCE: Arizona
- ZIP/POSTAL CODE: 85253

Terms and Conditions:

Please read the [Terms & Conditions](#) and [Privacy Policy](#). They contain important information concerning the privacy and security of your information. You must agree to the Terms & Conditions and Privacy Policy to continue.

I have read and agree to the Terms & Conditions and Privacy Policy

NEXT

Fill in the form with all of the required information. Read the terms and conditions, and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy.

When completed select “NEXT”

3. Secure Verification

JUST ONE MORE STEP...

Please verify your email address so you can sign in if you ever forget your password. We've sent a confirmation email to:

johndoe@email.com

If you have not received it, you can [resend the confirmation email](#).

You will receive a message that you need to verify your email address. Please log in to your email account and open the email "Verify email address for Xpress Bill Pay" from no-reply@xpressbillpay.com.

xpress BILL PAY

Verify Email Address

If you registered for an Xpress Bill Pay account using your email address of **johndoe@email.com**, continue below to enable your account. If you did not register for an account, please disregard this email.

[Verify Email](#)

In the email, click the "Verify Email" option. You will automatically be redirected to the screen below where you can click "CONTINUE" to log in.



4. Locate Billing Organization

Xpress Bill Pay provides you the ability to view and pay bills to multiple billing organizations from an easy to use interface. You need to link your account with the billing organization to this new login you have created with Xpress Bill Pay. The following steps will need to be completed only once.



Find your billing organization:

Batavia Search

 City of Batavia
Batavia, IL

Select your city or billing organization from the list of organizations on the page.

Then enter your account number and PIN that were provided to you. If you have misplaced this information, please contact the City at 630-454-2032.



Enter the following information as it appears on your City of Batavia bill;

Bill Type Business Tax - Online

Account Number

PIN

[Back](#)