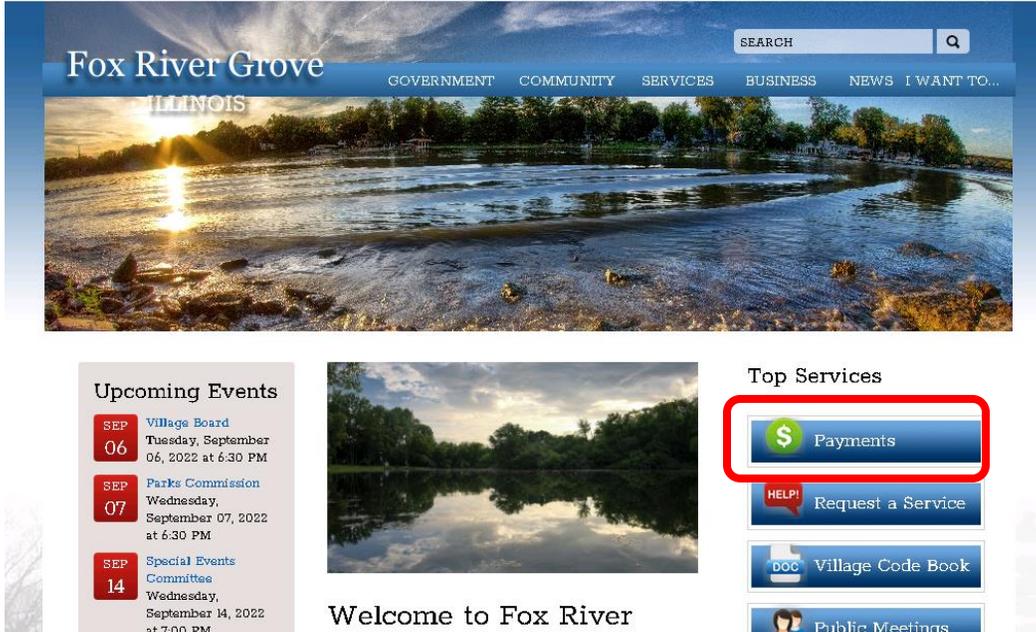
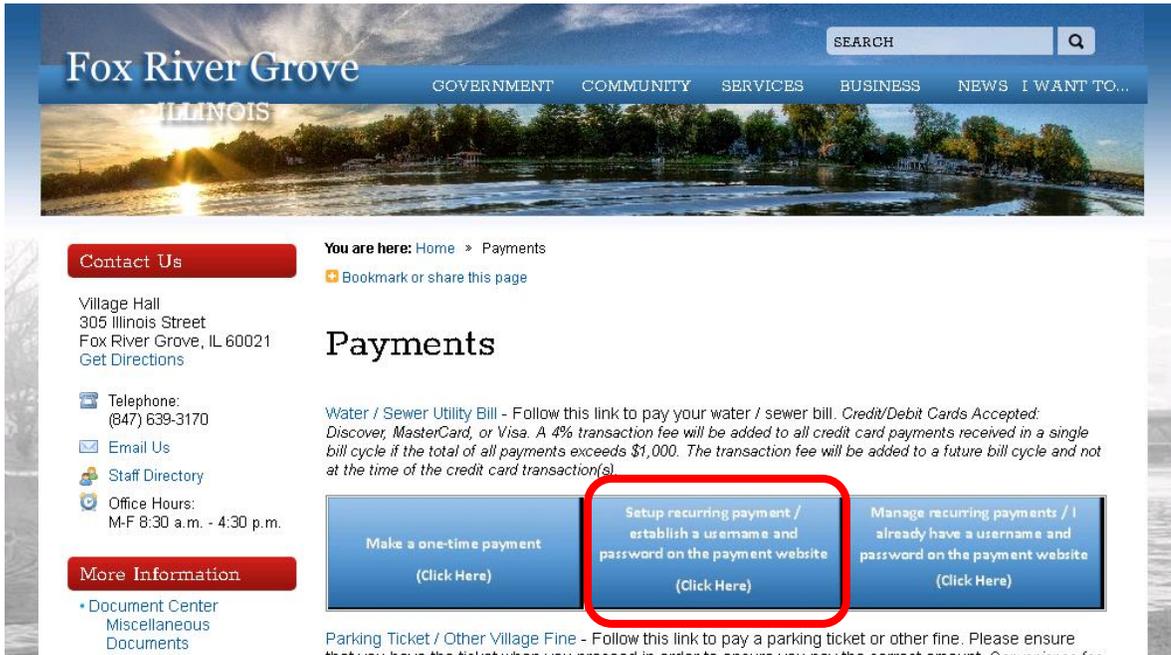


# How to set up Recurring Payments (Auto Pay)

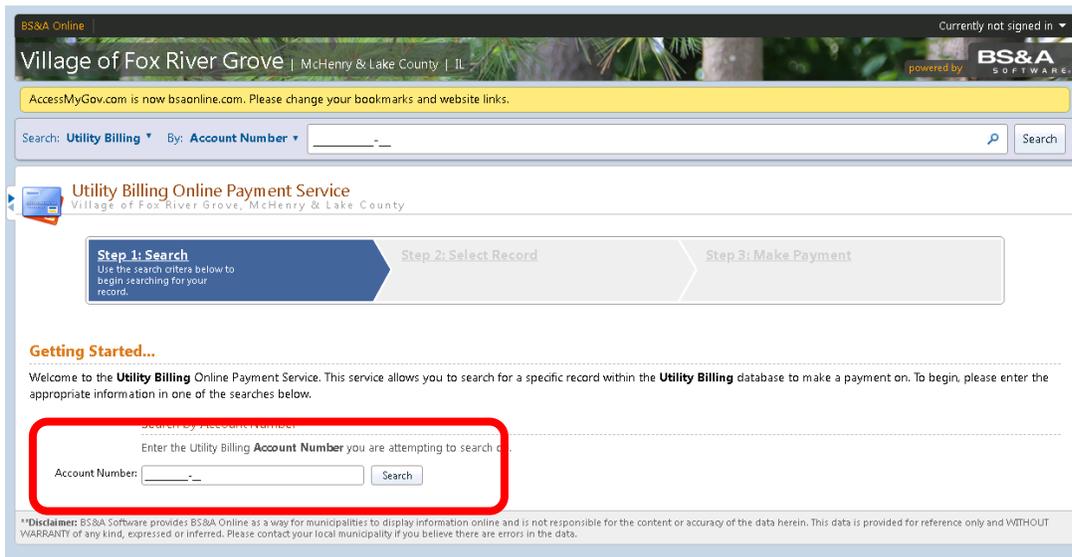
1. Visit [www.foxrivergrove.org](http://www.foxrivergrove.org).
2. Click on the “Payments” button.



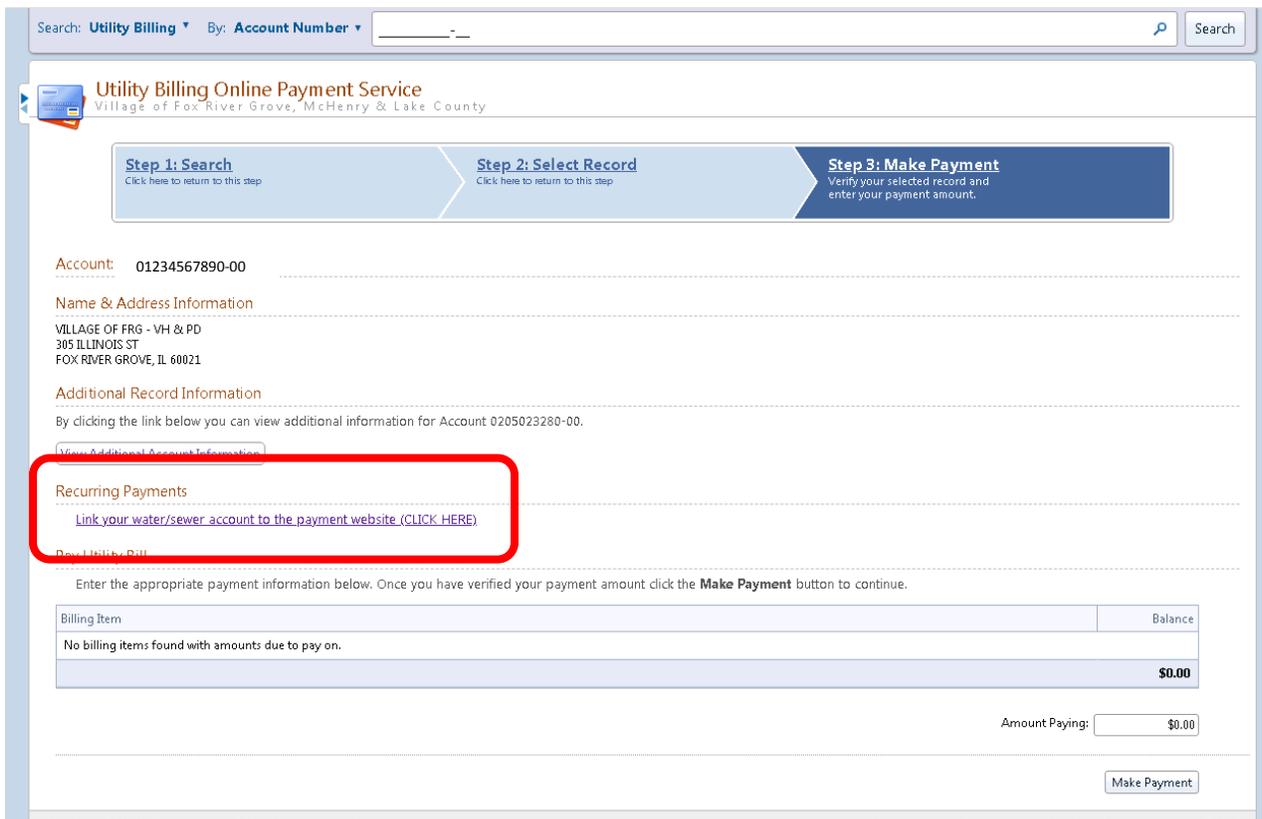
3. Under Water/Sewer Utility Bills, choose the second blue button to “Setup recurring payment/establish a username and password on the payment website”.



#### 4. Enter your water/sewer account number and click Search.



#### 5. Under Recurring Payments, click “Link your water/sewer account to the payment website (CLICK HERE)”.



**6. Register your account by filling out the below information.  
When finished, click Register.**



**Let's get you registered**

Already registered with Village of Fox River Grove, IL?

FIRST NAME

LAST NAME (OR COMPANY NAME)

EMAIL ADDRESS

Your Password Must...

- ✗ Be at least eight characters long
- ✗ Have at least one number
- ✗ Have at least one lower and one uppercase letter
- ✗ Be entered twice for confirmation

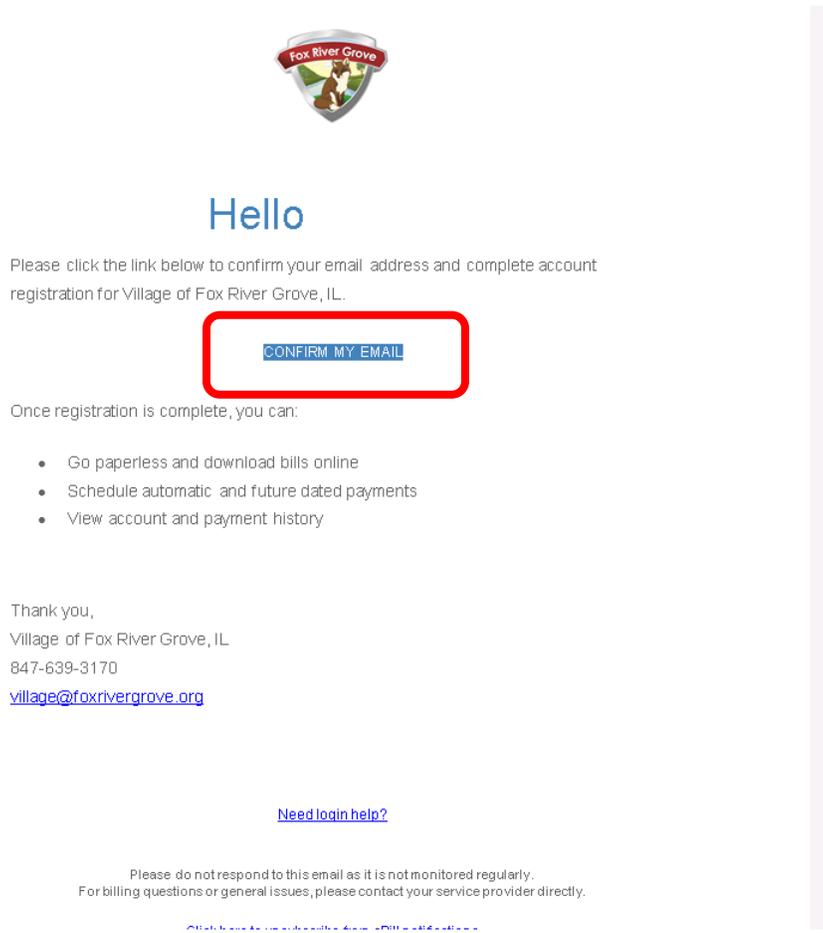
PASSWORD

PASSWORD CONFIRMATION

I Accept The [Terms Of Use](#) And [Privacy Policy](#)

**7. You will then get a verification email sent to the email address provided.**

**8. Check your email and click the “Confirm My Email” button within the email.**



**9. Go back to [www.foxrivergrove.org](http://www.foxrivergrove.org) and click on Payments.**



**Top Services**



10. This time, click on the last blue button that says “Manage recurring payments/ I already have a username and password on the payment website”.

## Payments

[Water / Sewer Utility Bill](#) - Follow this link to pay your water / sewer bill. *Credit/Debit Cards Accepted: Discover, MasterCard, or Visa. A 4% transaction fee will be added to all credit card payments received in a single bill cycle if the total of all payments exceeds \$1,000. The transaction fee will be added to a future bill cycle and not at the time of the credit card transaction(s).*



[Parking Ticket / Other Village Fine](#) - Follow this link to pay a parking ticket or other fine. Please ensure that you have the ticket when you proceed in order to ensure you pay the correct amount. *Convenience fee*

11. Enter your email address and password and click Log In.



## Village of Fox River Grove, IL login

EMAIL ADDRESS

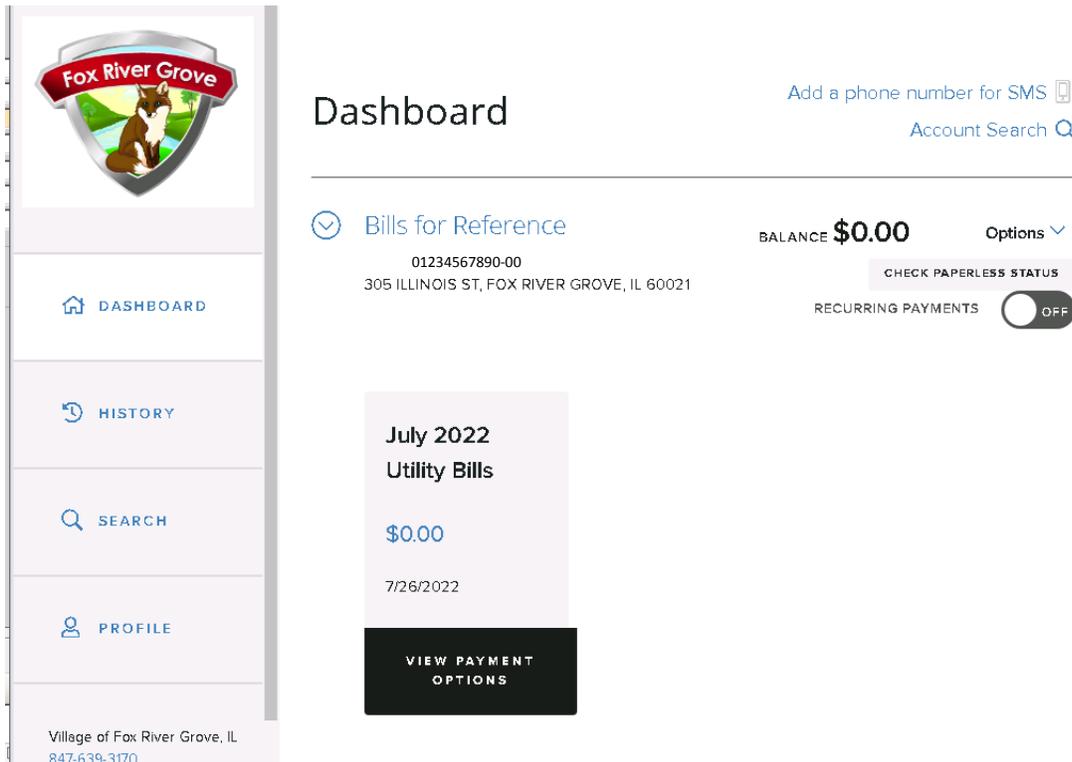
PASSWORD

Stay Logged In

[Trouble logging in?](#)

LOGIN

12. Once you are logged in, you will be on the Dashboard screen.



13. Here you can choose to make a one-time payment, set up recurring payments (Auto Pay), or check paperless status (set up paperless billing).

14. To set up recurring payments (Auto Pay), click the toggle button on the right hand side of Recurring Payments.



**15. Click on “Add New Payment Method”.**

**Recurring Payments**

I'D LIKE TO PAY

Pay the balance

Set Maximum Payment Amount?

I'D LIKE TO PAY WITH

DASHBOARD

HISTORY

**16. Choose your payment method type.**

**Add a new payment method**

Credit / Debit

Electronic Check

© 2022 Point & Pay

Support Privacy Policy Terms & Conditions

Select Language

DASHBOARD

HISTORY

SEARCH

**17. If Credit/Debit card is chosen, add in the following information and click Save.**

Add a new payment method

---

Credit / Debit       Electronic Check

FIRST NAME       LAST NAME

CARD NUMBER     


MONTH       YEAR

BILLING ADDRESS

COUNTRY       STATE

CITY       ZIP CODE

PHONE

© 2022 Point & Pay

[Select Language](#)

[Support](#) [Privacy Policy](#) [Terms & Conditions](#) |

## 18. If Electronic Check is chosen, add in the following information and click Save.

Add a new payment method

Credit / Debit       Electronic Check

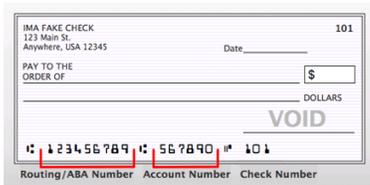
FIRST NAME       LAST NAME

ACCOUNT TYPE

ROUTING NUMBER

BANK ACCOUNT NUMBER

CONFIRM BANK ACCOUNT NUMBER



**Please do not include your check number.**

Your bank's check layout may differ from this sample, please contact your bank if you have any questions.

BILLING ADDRESS  
Name and address must match exactly what is on your check through your bank.

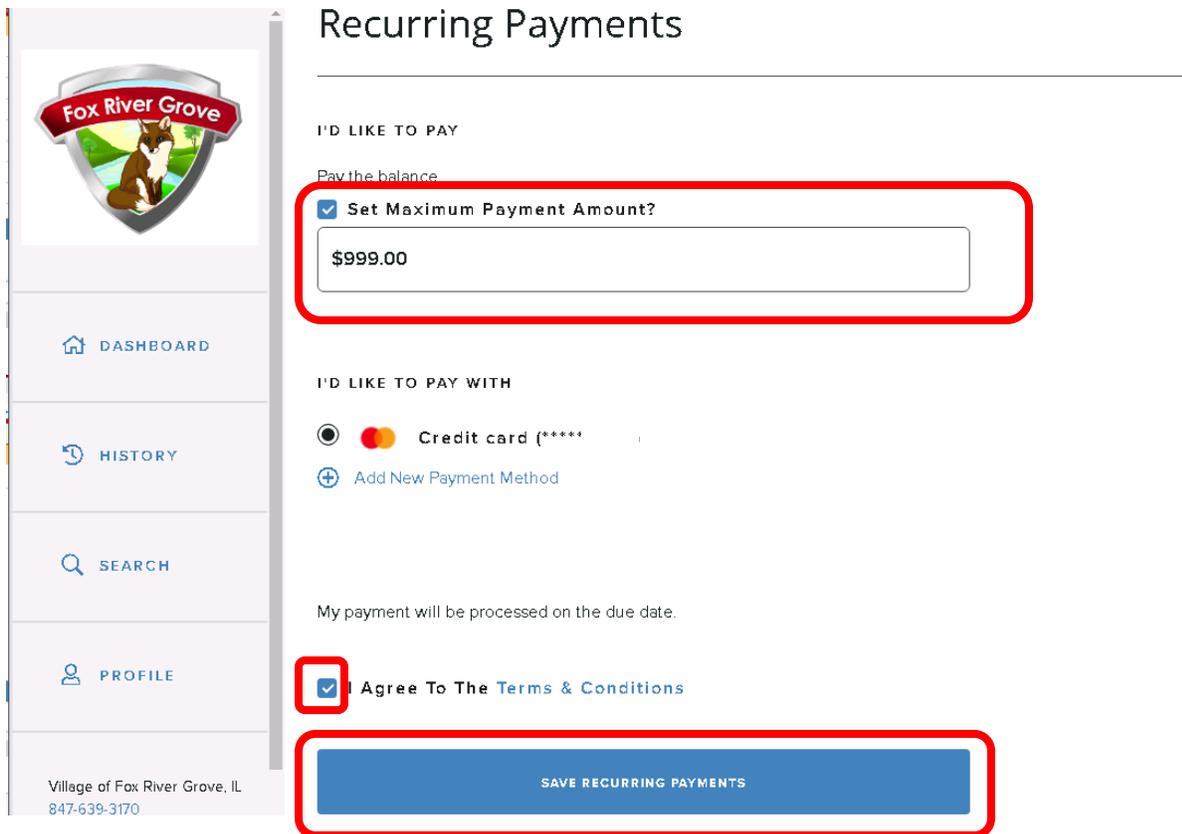
COUNTRY       STATE

CITY       ZIP CODE

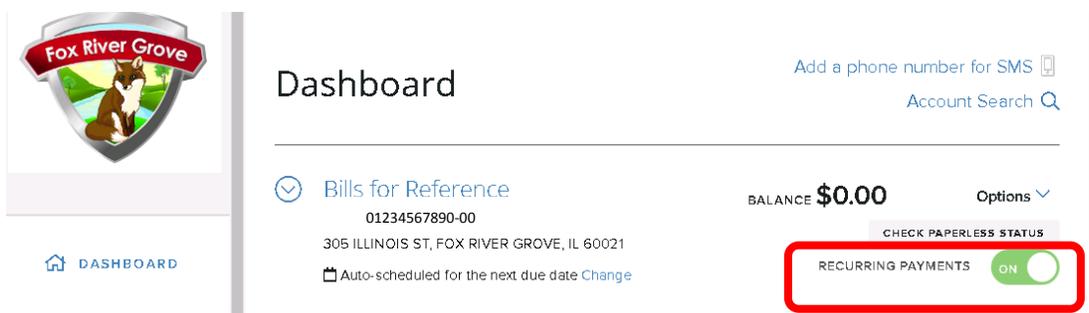
PHONE

**19. You may choose to set a maximum amount or continue by agreeing to the terms and conditions and clicking on Save recurring payments at the bottom of the screen.**

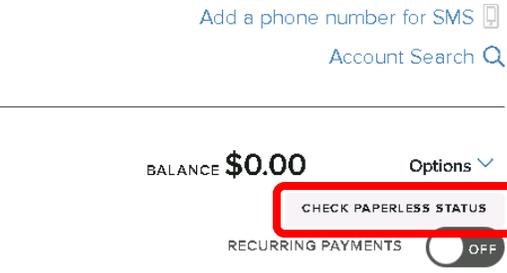
- **\*\*A 4% transaction fee will be added to all credit card payments received in a single bill cycle if the total of all payments exceeds \$1,000.00. The transaction fee will be added to a future bill cycle and not at the time of the credit card transaction(s).**



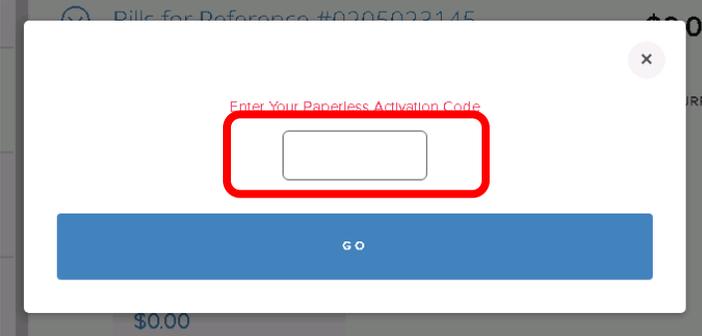
**20. The Recurring Payments button is now green and Auto Pay is now active.**



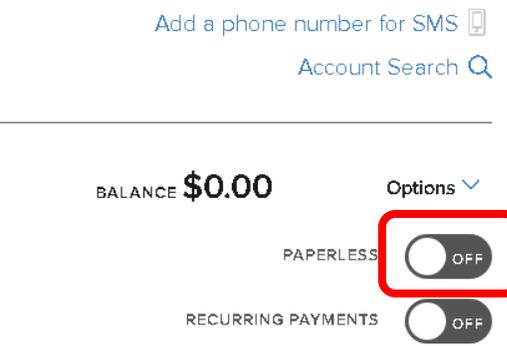
**21. To set up paperless billing, click on “Check Paperless Status”.**



**22. Enter the Paperless Pin # that is printed on the bottom left of the post card bill and click “Go”**



**23. Toggle the switch next to “Paperless” to on.**



**24. Read the “Paperless billing authorization and agreement” and enter Paperless Pin# again in the “Activation Code” area and click confirm.**

**PAPERLESS BILLING AUTHORIZATION AND AGREEMENT**

IMPORTANT INFORMATION REGARDING ELECTRONIC COMMUNICATIONS

By signing up for Paydici Paperless Billing, you will no longer receive paper communication, and you authorize Paydici to send you billing statements, notices, and other documents electronically. Please read this Paperless Billing Authorization thoroughly. This authorization applies to communication that we are legally required to provide to you. Your electronic consent will also apply to any other person named on your account.

You understand and agree that Paydici may provide to you communications in electronic format, by posting the documents and/or information on the website where you access your account, including but not limited to periodic, annual, quarterly, or monthly billing statements, disclosures and notices, account information, account activity, payments made or due, and notice of fees, such as a late fee or a return check fee.

You will receive an email when new statements are available, and you can log in to view, download and save these communications. You agree to maintain a current email address. Paydici will send you paperless billing notifications to the email that you have provided. If you fail to update or change an incorrect email address or other contact information, you understand and agree that any communications shall nevertheless be deemed to have been provided to you if they were made available to you in electronic form via this website. Paydici and its affiliates are not responsible for undeliverable notifications. You will need access to the internet and a modern web browser.

By choosing this option, you confirm that you have read, understand, and agree to this electronic consent to receipt of paperless electronic communication. This is a binding agreement, in accordance with all of the terms, conditions, and matters set forth here and in the paperless billing enrollment web pages.

We recommend that you save a copy of these terms and conditions for your records. You may cancel Paperless Billing at any time by logging into your account. If you do so, you will begin to receive paper communications on your next billing cycle.

Activation Code:

**25. Paperless billing is now on and bills will be emailed toward the beginning of the billing month (prior to the 10<sup>th</sup>).**

BALANCE **\$0.00** Options ▾

PAPERLESS  ON

RECURRING PAYMENTS  OFF

Billing months are on the odd numbered months, January, March, May, July, September, November and bills are due on the 26<sup>th</sup> of the billing month. Auto Pay charges/deductions may be delayed by a weekend or holiday and will be charged/deducted on the next business day (no late fee will be applied).