How to set up Recurring Payments (Auto Pay)

- 1. Visit 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.

.ccessMyGov.com is	AccessMyGov.com is now bsaonline.com. Please change your bookmarks and website links.				
Search: Utility Billing * By: Account Number *					
Utility Bi	l <mark>ling Online Payment Servic</mark> Fox River Grove, McHenry & La	e ke County			
Step 1 Use the s	: Search earch critera below to arching for your	Step 2: Select Record	Step 3: Make Payment		
record.	,				
etting Started	4				
begin se record.	I Ity Billing Online Payment Service. Thi tion in one of the searches below.	is service allows you to search for a specific record wi	thin the Utility Billing database to make a payment on. To begin	n, please enter the	

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

iearch: Utility Billing * By: Account Number *	٩	Search
Utility Billing Online Payment Service Village of Fox River Grove, McHenry & Lake County		
Step 1: Search Step 2: Select Record Step 3: Make Payment Click here to return to this step Click here to return to this step Verify your selected record and enter your payment amount.		
Account: 01234567890-00		
Name & Address Information VILLAGE OF FRG - VH & PD 305 ILLINDIS ST FOX RIVER GROVE, IL 60021		
Additional Record Information By clicking the link below you can view additional information for Account 0205023280-00.		
Recurring Payments Link your water/sewer account to the payment website (CLICK HERE)		
Enter the appropriate payment information below. Once you have verified your payment amount click the Make Payment button to continue.		
Billing Item	Balan	ce
No billing items found with amounts due to pay on.		
	\$0.0	0
Amount Paying:	\$0.	00
	Make Payme	nt

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

	Login
Fox River Grove	
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	
REGISTER	

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 <u>www.foxrivergrove.org</u> and click on Payments.



Top S	Top Services	
\$	Payments	

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).

Make a one-time payment (Click Here)	Setup recurring payment / establish a usemame and password on the payment website (Click Here)	Manage recurring payments / I already have a username and password on the payment website (Click Here)
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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 hav the correct amount. Convenience fee

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



Villag	ge of Fox R	liver G	irove, IL	login
	EMAIL ADDRESS			
	PASSWORD			r
	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".



16. Choose your payment method type.

Fox River Grove	Add a new payment method		
~			
쉽 dasheoard	Credit / Debit	Electronic Check	
D HISTORY			
0	c	2022 Point & Pay	
Q SEARCH	Support Privacy Police	Select Language y Terms & Conditions ▼	

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

Add a new payment method

O Credit / Debit		C Electronic Check
FIRST NAME		LAST NAME
CARD NUMBER		VISA 🛑
MONTH		YEAR
LLING ADDRESS		
JSA	•	STATE
ΤY		ZIP CODE
IONE		
	BACK	SAVE
	© Support – Privisor Policy	2022 Point & Pay Select Language

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

Add a new payment method

-) Cre	dit / Debit		Electronic Check	
	ME		LAST NAME	
ACCOUNT	TYPE			
ROUTING	NUMBER			
BANK AC	COUNT NUMBER			
CONFIRM	BANK ACCOUN	T NUMBER		
BILLING A	123 Main St. Anywhere, USA 123 PAY TO THE ROUTING/ABAN PL Your bank's check lay	45 5789 * 557890 Tumber Account Numbe ease do not inclu yout may differ from this sam	DateS DOLLARS VOID er Check Number ude your check number. mple, please contact your bank if you have any questions.	
			n n ogn jour ouni.	
		•	STATE	
TITY			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).

Î	Recurring Payments
Fox River Grove	I'D LIKE TO PAY Pay the balance Set Maximum Payment Amount? \$999.00
🔂 DASHEOARD	I'D LIKE TO PAY WITH
D HISTORY	 Credit card (***** Add New Payment Method
Q SEARCH	My navment will be processed on the due date
& profile	Agree To The Terms & Conditions
Village of Fox River Grove, IL 847-639-3170	SAVE RECURRING PAYMENTS

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

Fox River Grove	Dashboard	Add a phone number for SMS 🖳 Account Search Q
없 DASHBOARD	 Bills for Reference 01234567890-00 305 ILLINOIS ST, FOX RIVER GROVE, IL 60021 Auto-scheduled for the next due date Change 	BALANCE \$0.00 Options ~ CHECK PAPERLESS STATUS RECURRING PAYMENTS ON

21. To set up paperless billing, click on "Check Paperless Status".

Add a ph	one number for SMS 🔋 Account Search 📿
BALANCE \$0.0	O Options ~
RECURF	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.

Add a phon	e number fo Account :	or SMS 🔋 Search 🔍
BALANCE \$0.00	(Options 🗸
	PAPERLESS	OFF
RECURRING	G PAYMENTS	OFF

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

Fox River Grove	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 Dillice Authorization to communication and you authorize
없 DASHEOARD	Billing Authonization thorougnly. This authonization applies to communication that we are regainly 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
D HISTORY	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
Q SEARCH	contact information, you understand and agree that any communications shall nevertheless by 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.
2 PROFILE	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 longing into you account. If you do so, you will begin to receive paper communications on
Village of Fox River Grove, IL 847-639-3170 noreply@foxrivergrove.org Hours: M-F 8:30am - 4:30pm CT https://www.foxrivergrove.org/	you next billing cycle.

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



Billing months are on the odd numbered months, January, March, May, July, September, November and bills are due on the 26th 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).