HOW TO MAKE A ONE TIME PAYMENT

Choose to either make a One Time Payment, Register your Account or Sign in to your account.

Please Locate Your Account

Utility

Search our files for your invoices using the fields below. Required fields are marked with a *.

Need help finding your invoice?

Important You need to have an active bill within our system in order to create an account. If you do not have an active bill, please wait until we send you your latest bill.

Account Number W/ Dashes *

[Account Number W/ Dashes]

Service Address - Only # & name, not St-Ave-Dr-Ln *

[Service Address - Only # & nan]

Secure Code *

[Secure Code]

XSFE8

[Q Search Invoices]

You will need to enter your account WITH THE DASHES (ex: 123-12345-99)

Enter your street address (numbers and name), but DO NOT put St, Ln, Dr. etc.

> Helpful Hint: When entering your street name, try just putting in the first few letters of the name of your street ex: if your address is 6525 Drake try 6525 Dra

Enter the Secure Code – it is the jumble of letters and/or numbers below the box where you enter the code. This code is not case sensitive.

Search Results

Please review your results below and select invoices to Pay. Click here if you would like to search again.

Select	Bill #	Account #	Owner	Due Date	Bill Total	Balance Due	
▯	10152018-UB-1060880000-N	106-08800-00	VILLAGE OF INDIAN HILL	11/10/2018	▮▮▮	$0.00	⬈ **View Invoice** 🔍 Related Invoices 📅 Remind Me
▯	08162018-UB-1060880000-N	106-08800-00	VILLAGE OF INDIAN HILL	8/10/2018	$0.00	$0.00	⬈ **View Invoice** 🔍 Related Invoices 📅 Remind Me

➕ Add selected invoices to your cart | 👤 **Register Selected Invoices**

The results of your account number and address will populate the above screen. You MUST select by clicking on one of the boxes that is highlighted in yellow above. Once you click on that box, you will be able to add the invoice to your cart for a one-time payment or you can click on Register Selected Invoices.

If you choose, ADD SELECTED INVOICES TO YOUR CART you will want to 'Proceed to Checkout' as seen below:

Please review your cart

Please confirm your selections below. Click on Proceed to Checkout when you are ready to pay.

Type - Utility

Type	Account #	Invoice #	Due Date	Balance Due	Options
Utility	106-08800-00	10152018-UB-1060880000-N	11/10/2018	$0.00	⬀ View Invoice 🗑 Remove from Cart

Subtotal (1 Items) $0.00
Not including any applicable service fees.

Proceed to Checkout ❯

Additional Options

🔍 **I want to find more invoices**

You can chose to pay by credit card or by EFT (check through your bank account). If you choose to pay by credit card, **THERE IS A CAP OF $275** per transaction and a fee of $4.95. There is NO FEE if you pay using your bank account. Under "How much would you like to pay" it will have the amount due and pay other amount. You will chose which you'd like to do and then click on 'Continue to Payment Information'.

Payment Options   Payment Information   Review Payment

How would you like to pay?

Credit Card ⌄

How much would you like to pay?

◉ **Pay Other Amount**

#10152018-UB-1060880000-N
REQUIREMENTS $ 0.01

[Continue to Payment Information ❯]

Payment Summary

Invoice #	Amount
10152018-UB-1060880000-N - 🔍 View	$0.00
SUBTOTAL	$0.00
GRAND TOTAL	$0.00

Any applicable service fees and/or discounts will be
displayed before processing your payment

If you chose to pay by credit card, the screen below will appear. You will need to fill in all necessary information that has a red asterisk * next to it. Once you have filled that in, please click 'Continue to Review Payment'.

Please enter your card information

Cardholder Name *

VILLAGE OF INDIAN HILL

Card Number *   **CVV** * WHAT'S THIS?

Card number   CVV

VISA MasterCard DISCOVER

Expiration Date *

January   2019

Billing Address *

6525 DRAKE RD.

Country *

United States

City *   **State** *   **Zip** *

CINCINNATI   Ohio   45243

Email *

Email Address

Continue to Review Payment > | **Go back to Payment Options**

Payment Summary

Invoice #	Amount
10152018-UB-1060880000-N - Q View	$0.01
SUBTOTAL	$0.01
GRAND TOTAL	**$0.01**

Any applicable service fees will be displayed before processing your payment

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If you chose EFT (check) the screens below will appear:

Payment Options   Payment Information   Review Payment

How would you like to pay?

EFT (Check)

How much would you like to pay?

◉ **Pay Other Amount**

#10152018-UB-1060880000-N
REQUIREMENTS $ 0.01

Continue to Payment Information >

Payment Summary

Invoice #	Amount
10152018-UB-1060880000-N - Q View	$0.00
SUBTOTAL	$0.00
GRAND TOTAL	**$0.00**

Any applicable service fees and/or discounts will be displayed before processing your payment

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Again, you will need to fill in all necessary information that has a red asterisk * next to it. Once you have filled that in, please click 'Continue to Review Payment'.

Please enter your bank information

Bank Account Holder's Name *

VILLAGE OF INDIAN HILL

Account Type *

Select One

Routing # *

Routing #

Bank Account # *

Account #

Re-enter Bank Account # *

Re-enter Account #

Check Number (Optional)

Check #

Billing Address *

6525 DRAKE RD.

Country *

United States

City *

CINCINNATI

State *

Ohio

Zip *

45243

Email *

Email Address

Continue to Review Payment ❯ | Go back to Payment Options

If everything looks correct, submit the payment and you are done.