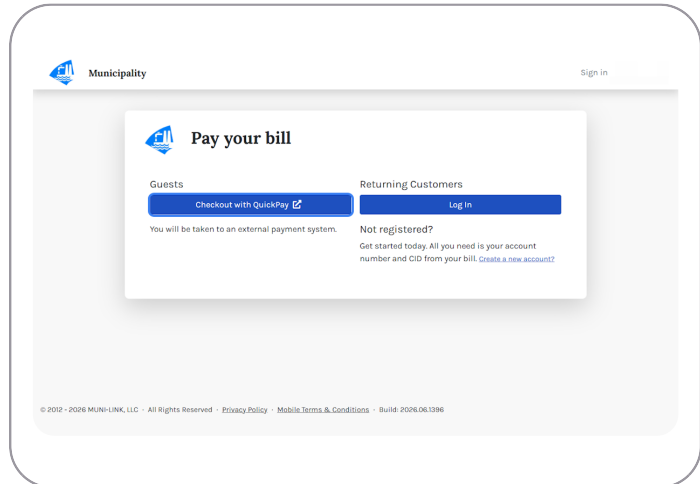


1

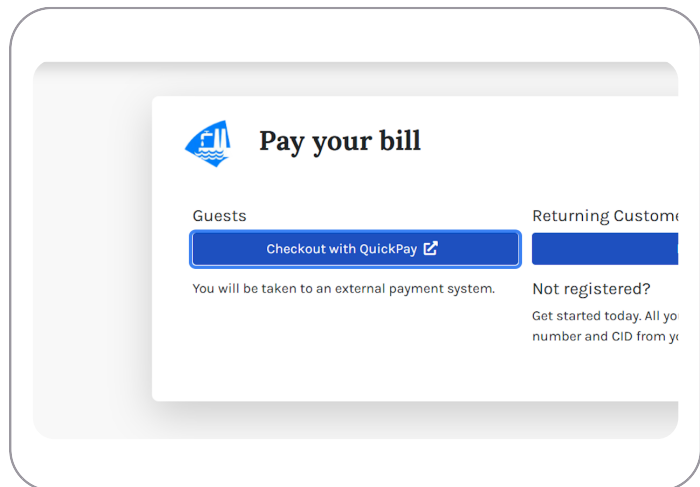
Visit the Payment Link via the Authority's Website



2

Click on Checkout with QuickPay (to pay without logging in)

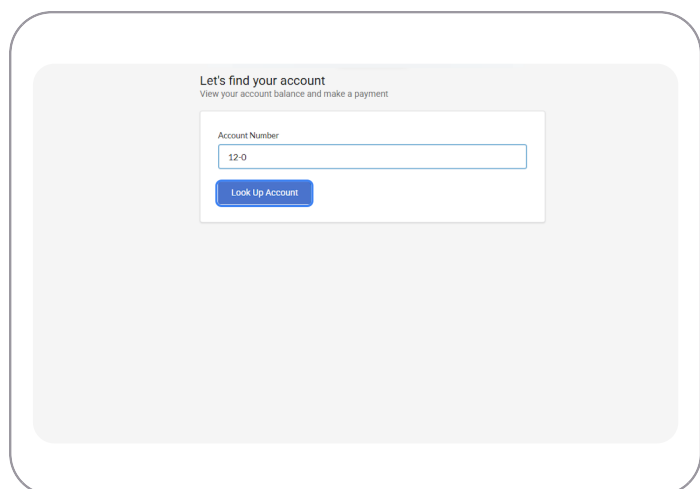
Start the QuickPay checkout flow so the customer can pay by entering only an account number.



3

Enter the Account Number and Click on Look Up Account

Look up the account to display customer information and to make a payment



4

Click on Make a Payment

Open the payment flow for the selected account after reviewing the displayed details.

The screenshot shows the 'Municipality Online Payment' interface. On the left, a green banner reads 'Redirected to Payment by e-Check'. Below it, account details for 'Tim Bush' (12-0) show an 'AMOUNT DUE' of '\$0.00' and a 'Recent payment' of '\$96.12/28'. A blue 'Make a Payment' button is visible. On the right, the 'Account Information' section lists: Account Number: 12-0, Name: Tim Bush, Balance: \$5.40, Issue Date, Due Date, Address: 123 main st, Tester City, LA 77777, and Phone Number: 226-223-2232. The footer includes 'Demo Org' contact info, a 'Need Help?' link, and 'Powered by Paystar'.

5

Enter Payment Amount

Enter the payment amount the customer wants to pay and Click Continue

The screenshot shows a 'Make a payment' dialog box. The 'Account Payment' section has a 'Payment Amount:' field with '\$ 10.00' entered. A blue 'Continue' button is at the bottom right. On the right side of the dialog, a vertical list of account types is visible: 'Ac', 'Nar', 'ACC', 'Bal', and 'Dur'.

6

A. Click on Credit / Debit B. Click on eCheck

Select whether to pay by credit/debit card or eCheck from checking/savings.

The screenshot shows the 'Make a payment' interface with the 'Payment Method' section. The 'Payment Type' dropdown is set to 'Credit / Debit'. Below it, fields for 'Name on Card', 'Card Number', 'Expiration', 'CVV', and 'Zip Code' are visible. At the bottom, there are logos for Visa, Mastercard, and American Express, along with 'Cancel' and 'Review' buttons. On the right, the 'Payment Summary' section shows 'Payment Details' for 'Account: 12-0 / 2', 'Tim Bush', and 'Account Payment: \$10.00'. The footer includes 'Demo Org' contact info, a 'Need Help?' link, and 'Powered by Paystar'.

7

Type Zip Code

Enter the billing ZIP code during the review/payment confirmation step.

The screenshot shows a payment review interface. At the top, there are tabs for 'Credit / Debit' (selected) and 'eCheck'. On the right, a sidebar shows the user's name 'Tim Bush' and 'Account Payment'. The main form contains the following fields: 'Name on Card' (Bob Smith), 'Card Number' (54*****5454), 'Expiration' (02/27), 'CVV' (777), and 'Zip Code' (77777). The 'Zip Code' field is highlighted with a blue border. Below the fields are icons for VISA, Mastercard, and American Express, a 'Save in 1Password' button, and 'Cancel' and 'Review' buttons. At the bottom, the 'Demo Org' address is listed: 123 Street Lane, Baton Rouge, LA 70810, 555-111-2222.

8

Click on Review

Review the payment to confirm the amount is correct before submitting.

This screenshot is a zoomed-in view of the 'Review' button area. It shows the 'Zip Code' field with the value '777' and a 'Review' button. Below the button is a 'Cancel' button. The background is a light gray.

9

Click on Submit Payment

Submit the payment after confirming the fee breakdown and grand total.

The screenshot shows a payment confirmation screen. The title is 'Confirm Payment'. On the left, the 'Payment Method' is 'Credit / Debit' with a card icon and the number '****5454'. The 'Payment' amount is '\$10.00'. The 'Service Fee' is '\$2.75'. The 'Total' is '\$12.75'. On the right, the 'Payment Details' section shows 'Account: 12-8 / 2', 'Tim Bush', and 'Account Payment' with a total of '\$10.00'. Below the payment details, there is a 'Submit Payment' button. At the bottom, the 'Demo Org' address is listed: 123 Street Lane, Baton Rouge, LA 70810. A 'Need Help?' link with the email 'help@paystar.io' is also present.

10

Choose to receive an email or printed receipt.

Send the receipt to the provided email address or open a print window.

The screenshot shows a receipt confirmation interface. At the top, a summary box displays transaction details: Reference # RXSSCX-6J49, Payment Amount \$10.00, Service Fee \$2.75, Payment Date 06/12/2026 10:46 am, and Card Type Mastercard. A large checkmark is visible to the right of this box. To the right of the summary box, a sidebar shows account information: Account: 12-0 / 2, Tim Bush, and Account Payment. Below the summary box, a section titled 'Would you like a receipt?' contains an 'Email Address' field with the value 'support@paystar.id'. Below this field are two buttons: 'Print Receipt' and 'Send Receipt'. At the bottom of this section is a link that says 'I'm Done'. The footer of the page includes 'Demo Org' with address '123 Street Lane' and phone '800-888-8888', and a 'Need Help?' section with email 'help@'.

Reference #	RXSSCX-6J49
Payment Amount	\$10.00
Service Fee	\$2.75
Payment Date	06/12/2026 10:46 am
Card Type	Mastercard

Would you like a receipt?

Email Address
support@paystar.id

[Print Receipt](#) [Send Receipt](#)

[I'm Done](#)

Demo Org
123 Street Lane
800-888-8888

Need Help?
Email: help@