

## How to use InforME's Online Payment Service

Select your municipality's store front from the dropdown menu:

Please read the disclaimer section that outlines how payments are accepted through the service. The digital signature checkbox must be signed to confirm the customer agrees to the terms. If there are any questions about amounts owed or account information, the customer should contact the municipality to verify information prior to making payment.

### Property Taxes (Please Read)

There are some cases where individuals are **not eligible** to use the online tax payment service. Please review and verify that your property tax account does not have any of the following exceptions on it before using this service. Failure to do so may result in legal action in certain cases.

- **Accounts with a prior tax year delinquency are ineligible.** Please contact your town office for more information.
- **Accounts that are in dispute or protest are ineligible.** Please contact your town office for more information.
- **Accounts with a lien or foreclosure may not use this service.** Please contact your town office for more information.

### Utility Payments (Please Read)

- If there are any past due balances on the account you are paying, then the payment you make will be applied to the oldest amount of interest, fees and principal outstanding, in that order, in accordance with Maine State Law.
- Please supply account and bill number identifiers in the **Account Number** and **Payment Information** fields so that your municipal office will easily be able to reconcile your payment.

\*Required fields.

I have read the disclaimer and exceptions and verify that my payment is eligible.\* ☐

The customer selects the type of payment they are submitting from the drop down menu. Some municipalities offer more than one service to accept online payments. Please verify name of store front and type of payment to be made.

After entering payment information (Account number, street address, payment amount, etc) customers will be given a chance to review/edit the payment information and a summary of chargers that shows the total Maine.gov price.

When the customer chooses the “pay now” button, they will be able to enter the credit/debit card information as well as the billing contact information.

Total Amount Due: **\$102.50**

### Credit/Debit Card Information

**\*Required fields.**

**Credit/Debit Card Number\***  
4112000000000000 ✓

**Expiration Date\***  
January ✓ 2014 ✓

**CVV Number\***  
(3 digit number on back of Visa/Mastercard or 4 digit number on front of American Express card)  
123 ✓

**Cardholder Name\***  
Test User ✓

### Billing Information

**First Name\***  
Test ✓

**Last Name\***  
User ✓

**Billing Street Address 1\***  
12 Heather Lane ✓

**Billing Street Address 2**

**Billing City/Town\***  
Gardiner ✓

**Billing State/Province\***  
Maine ✓

**Billing ZIP/Postal Code\***  
04280 ✓

**Phone Number\***  
2076212600 ✓

**Email Address\***  
(For payment confirmation)  
test@informe.org ✓

[Cancel Transaction](#)

NOTE: Phone number and email address are required so that the municipality has a way to contact the customer if there is any question about how to apply the payment.

A confirmation page displays the total charge to the card as well as information regarding the review process and possible refunds if the municipality rejects the payment. The customer will receive an email copy of the receipt at the time of payment and again if the payment has to be refunded for any reason.

#### PayPort Online Payment Service

Confirmation

Thank you for your purchase. Your confirmation number is: **3036678**. Your order was billed to credit card number: \*\*\*\*\***3175**. The description on your credit card statement for this order will be: **InforME**. A confirmation has been sent to the email address provided. Please print this page for your records. Below are the details of your order.

Account Number:1  
Map/Lot Number/Payment Information:1  
Address: 12 heather lane, InforME, ME 04280  
Payment Amount: \$1.00  
Paid through Maine.gov: \$2.00

\$1.00 will be remitted to your municipality.  
The remainder funds the operation of this online service and other Maine.gov online services like this one.  
[\(More about Maine.gov Total Cost\)](#)

The payment you have submitted will need to be approved by your town/city before it is applied toward your bill. In the event that your payment is not approved your card will be refunded.

If you have any questions about your order, contact 621-2600

## Sample Receipt:

Thank you for making your payment to the InforME through the Maine PayPort service. Your payment has been successfully processed and the details of your transaction(s) are provided below.

### Payment Confirmation

- Order ID Number: 3036678
- Transaction Date: 2013-04-03 10:00:36.426233
- Name on Credit Card: Dustin Smith
- Card Number: \*\*\*\* \* 3175

### Order Details

- Account Number: 1
  - Map/Lot Number/Payment Information: 1
  - Address: 45 Commerce Drive, InforME, ME 04330
  - Payment Amount: \$2.00
- SubTotal: \$1.00

Your account has been charged the following amount: \$2.00

The payment you have submitted will need to be approved by your town/city before it is applied toward your bill. In the event that your payment is not approved your card will be refunded.

The disclosure statement has been read and the customer agreed to proceed. By choosing to use a credit card as a form of payment, you are doing business with InforME/Maine Information Network, a third party vendor to the municipality. The designated portion of your payment will be remitted to the municipality on your behalf and the remaining balance contributes to fund the operation of this and other [Maine.gov](#) online services. Conducting business through Maine PayPort is voluntary and the final cost may be higher than using other forms of payment.

Questions or refunds? Contact Customer Service at 6212600 [XXX@informe.org](mailto:XXX@informe.org)

PayPort is a service of [InforME](#)