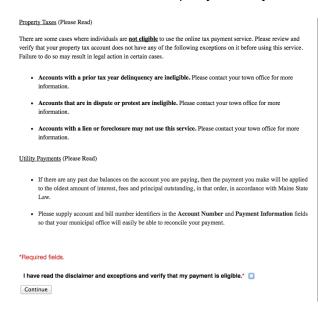
## How to use InforME's Online Payment Service

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.

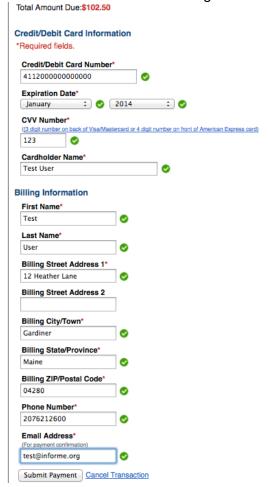


The customer selects the type of payment they are submitting from the drop down menu. Some municipalities offer more than one service to accept online payments. Please verify name of store from and type of payment to be made.

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.

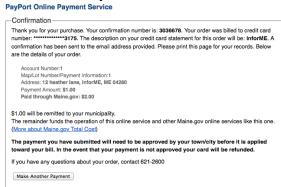


When the customer chooses the "pay now" button, they will be able to enter the credit/debit card information as well as the billing contact information.



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.



## 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

PayPort is a service of InforME