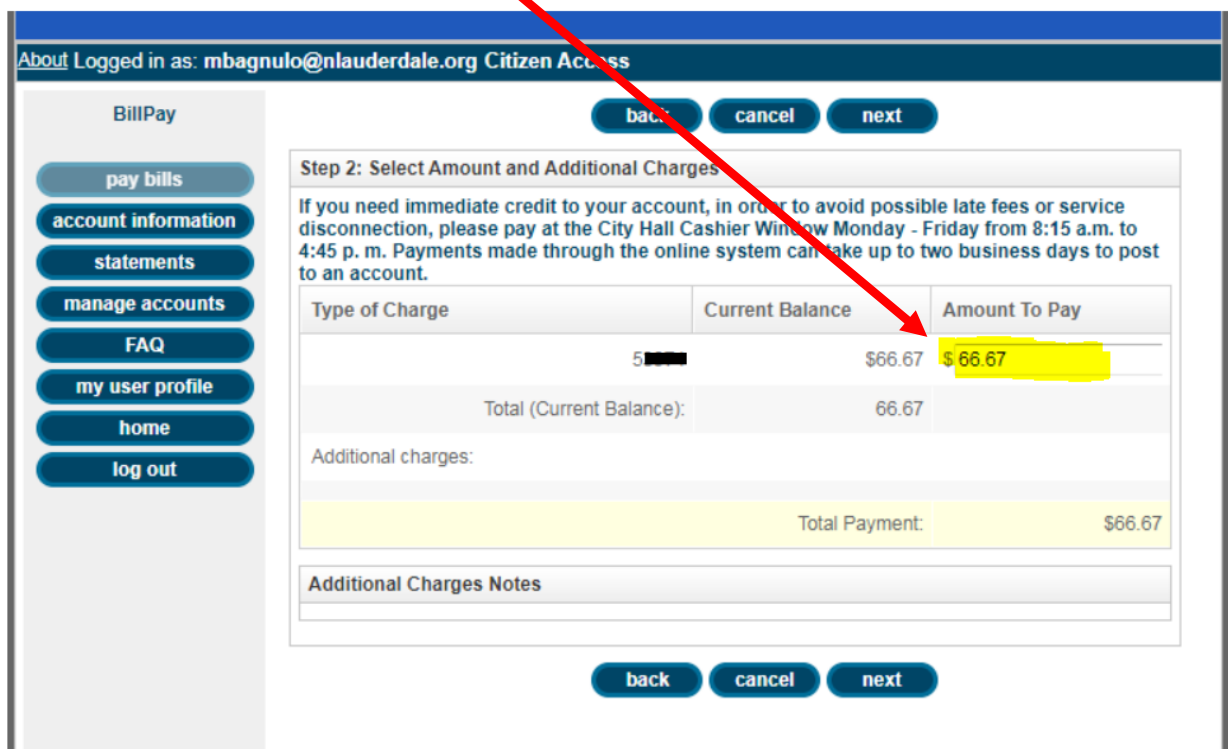


HOW TO CHANGE THE AMOUNT TO PAY IN THE ONLINE UTILITY BILLING PORTAL

After logging in to your account, the following screen will appear. The Amount to Pay automatically fills in with the total amount due on the account.

If you want to pay a different amount than what is shown, place the cursor in the field that has the amount, delete the amount that is there and type in the new amount you want to pay.



The screenshot shows the 'Step 2: Select Amount and Additional Charges' screen. The page header indicates the user is logged in as 'mbagnulo@nlauderdale.org' with 'Citizen Access'. A left sidebar contains navigation buttons: 'BillPay', 'pay bills', 'account information', 'statements', 'manage accounts', 'FAQ', 'my user profile', 'home', and 'log out'. The main content area has 'back', 'cancel', and 'next' buttons at the top. Below them is a message: 'If you need immediate credit to your account, in order to avoid possible late fees or service disconnection, please pay at the City Hall Cashier Window Monday - Friday from 8:15 a.m. to 4:45 p. m. Payments made through the online system can take up to two business days to post to an account.' A table follows with columns 'Type of Charge', 'Current Balance', and 'Amount To Pay'. The table shows a current balance of \$66.67 and an amount to pay of \$66.67. A red arrow points to the '\$66.67' in the 'Amount To Pay' column, which is highlighted in yellow. Below the table, there is a section for 'Additional charges' and a 'Total Payment' of \$66.67. At the bottom, there is an 'Additional Charges Notes' section and another set of 'back', 'cancel', and 'next' buttons.

Type of Charge	Current Balance	Amount To Pay
5 [REDACTED]	\$66.67	\$66.67
Total (Current Balance):	66.67	
Additional charges:		
Total Payment:		\$66.67

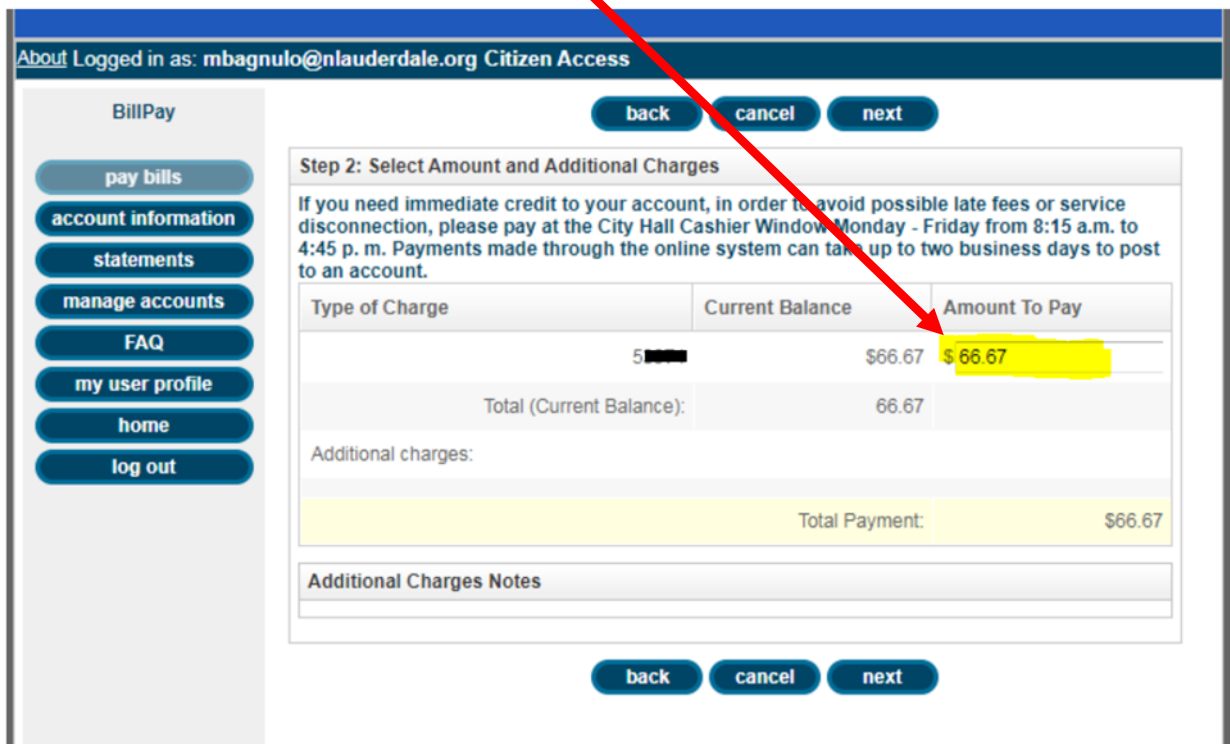
A message box will appear asking you to confirm the payment you are making. Click "OK" if you agree with the payment or "CANCEL" if you do not agree and want to change your payment amount.

You will then be prompted to the payment screen where you will enter your payment information and continue to follow the prompts.

KIJAN POU CHANJE KANTITE LAJAN W AP EYE NAN INFOMASYON PORTAL SEVIS ITILITE A SOU ENTÈNÈT

Aprè w fin antre nan kont ou, yon lot ekran ap parèt. Kantite lajan pou peye a otomatikman ranpli avèk montan total ki dwe sou kont lan.

Si ou pa vle peye tout kob ou dwe a oswa w vle mete yon kantite lajan diferan pase sa w te dwe a, mete kouseur a nan bwat ki gen balans total la, efase l epi tape kantite lajan ou deside peye a.



BillPay

Logged in as: mbagnulo@nlauderdale.org Citizen Access

back cancel next

Step 2: Select Amount and Additional Charges

If you need immediate credit to your account, in order to avoid possible late fees or service disconnection, please pay at the City Hall Cashier Window Monday - Friday from 8:15 a.m. to 4:45 p. m. Payments made through the online system can take up to two business days to post to an account.

Type of Charge	Current Balance	Amount To Pay
5 [REDACTED]	\$66.67	\$ 66.67
Total (Current Balance):	66.67	
Additional charges:		
Total Payment:		\$66.67

Additional Charges Notes

back cancel next

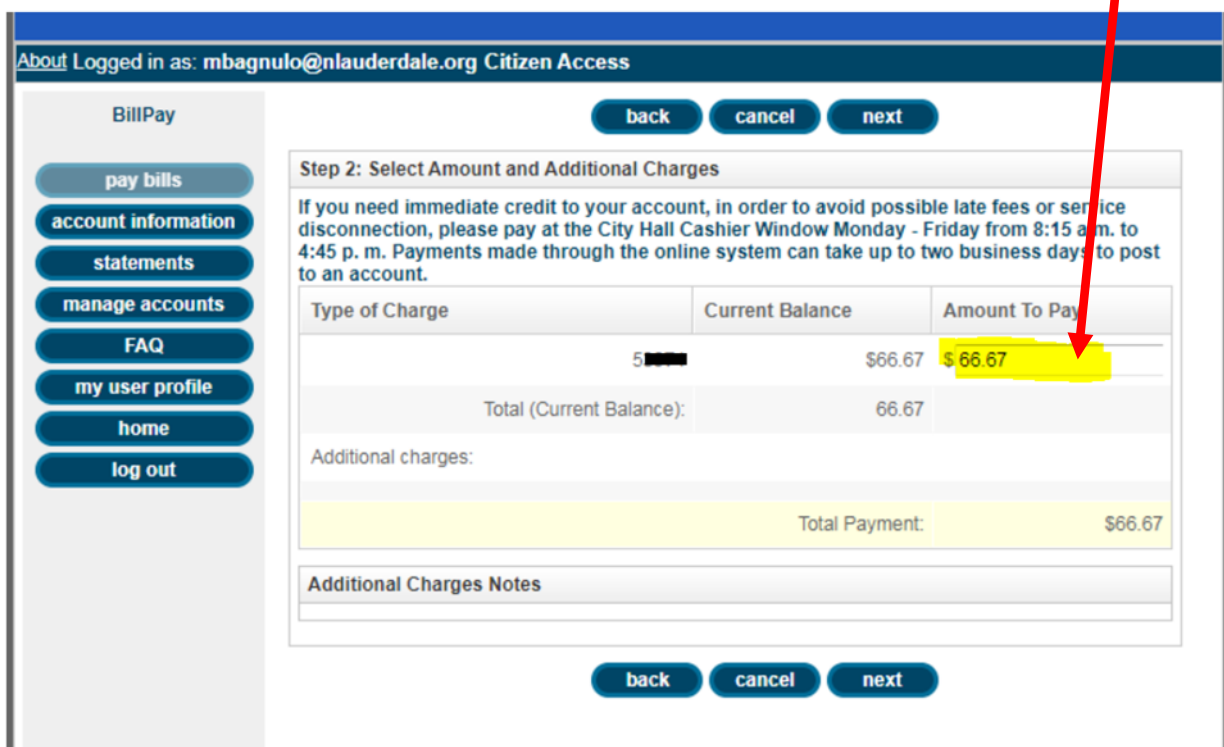
Yon bwat mesaj ap parèt epi mande w konfime peman w ap fè a. Klike sou "OK" si ou dakò ak peman an oswa "anile" si ou pa dakò epi ou vle chanje kantite lajan w ap peye a.

Yon lot bwat mesaj ap monte nan ekran an epi mande w rantre infomasyon ou yo konsenan peman w ap fe a, epi kontinye swiv tout direksyon yo jis ou fini peye kob la.

CÓMO CAMBIAR LA CANTIDAD A PAGAR EN EL PORTAL DE FACTURACIÓN DE UTILIDADES EN LÍNEA

Después de iniciar sesión en su cuenta, aparecerá la siguiente pantalla. El monto a pagar se completa automáticamente con el monto total adeudado en el la cuenta.

Si desea pagar un monto diferente al que se muestra, borre la cantidad que está en el monto e ingrese la nueva cantidad que desea pagar.



BillPay

back cancel next

Step 2: Select Amount and Additional Charges

If you need immediate credit to your account, in order to avoid possible late fees or service disconnection, please pay at the City Hall Cashier Window Monday - Friday from 8:15 a.m. to 4:45 p. m. Payments made through the online system can take up to two business days to post to an account.

Type of Charge	Current Balance	Amount To Pay
5 [REDACTED]	\$66.67	\$66.67
Total (Current Balance):	66.67	
Additional charges:		
Total Payment:		\$66.67

Additional Charges Notes

back cancel next

Aparecerá un cuadro de mensaje pidiéndole que confirme el pago que está haciendo. Haga clic en "Aceptar" si está de acuerdo con el pago o "CANCELAR" si no está de acuerdo y desea cambiar el monto de su pago.

Se les dirigirá a la pantalla de pago donde ingresará su información de pago y continúe siguiendo las indicaciones.