

Xpress Bill Pay™

Instructions For First Time Users

1 Go to www.xpressbillpay.com

[Admin Login](#)



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▶ New to Xpress Bill Pay?
Register, and Start Paying Your Bills Now!
[Go >>](#)

Xpress Bill Pay provides **Fast, Secure** and **Convenient** online bill payment solutions. Now you can manage your entire bill payment process online anytime, anywhere you have Internet availability.


PCI Compliance Information

▶ Registered User Login 

Email Address:

Password:
 [Login >>](#)

[Forgot your password?](#)

→ **Fast** – no envelopes, stamps or hassles, bills are paid in minutes

→ **Secure** – we use the same high level of security as the leading online banking and financial service sites

→ **Convenient** – email reminders tell you when bills arrive, are due and paid - you can also set auto pay and not worry about them again

 **World class bill payment solutions with world class customer service!**
Xpress Bill Pay's goal is to become the one-stop shop to manage all of your online bill payment needs.

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You probably arrived here via a link from your billing organization's website. Perhaps you are here because you received a mailer with your bill informing you that this new service is available to facilitate the payment of a bill online.

Whatever the reason, this instruction set is designed to help you create a secure login, link a bill for display each time you login, and walk you through the payment process. Other features are available, including auto pay, bill history, payment history, etc. These additional features are covered in other documents.

Let's begin by selecting the "Go" button under "New to Xpress Bill Pay?" on our main Home Page. You will be presented with the following screen.

2

Set Up New Account Information



New Account Setup

Have you already setup an account?

⚠ **Need to update your email address?** Don't create a new account! Simply login to your current account, click "My Information" and update your email login.

⚠ **Forgot your password?** Don't create a new account! Click [HERE](#) to have your password sent to you.

* Denotes a required field.

First Name: * Last Name: *

Address: * City: *

State: * Zip: *

Phone: *

Email Address: *
(Your e-mail address will be your Login ID)

Confirm Email: *
(You can change your Login ID at any time by clicking "My Information")

Create a Password: * Confirm Password: *

The password must:

- be between 7 - 30 characters long
- contain at least one alpha character
- contain at least one number
- not contain any spaces

Please check the box below and follow any instructions.
(What's this?)

I'm not a robot

[Privacy](#) - [Terms](#)

Terms and Conditions:

Please read the Privacy Policy and Terms & Conditions by clicking below. They contain important information concerning the privacy and security of your information. You must agree to the Privacy Policy and Terms & Conditions to continue.

TERMS & CONDITIONS
PRIVACY POLICY

☒ I have read and agree to the Terms & Conditions and Privacy Policy

<< Do Not Agree
Continue >>

Fill in the form with all of the required information. For security you will need to click the reCAPTCHA box next to the phrase "I'm not a robot"; you may need to enter further text to verify. If you have difficulty in seeing any of the information in the graphic, select the refresh button below the graphic and you will be provided a new image. If you continue with difficulty seeing this screen please call 1-800-766-2350 for technical support. Next read the terms and conditions, and the privacy policy. Select the box indicating that you have read and agree to the terms and conditions and privacy policy and then click "Continue".

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Locate Billing Organization

Account Created Successfully!

A welcome email has been sent to: johndoe@email.com


You may now login here:

Login Now

With the successful creation of a new account you are presented with the above screen for first time login. When you come back for future visits you need only enter your username/email address on the main page under "Registered User Login".

Once logged in for the first time, you're presented with the following screen.

Xpress Bill Pay
Innovative Internet Payment Systems



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Search for an eBill Provider by Name
[<< Back](#)

Below are organizations that are close to the zip code you entered. If you do not see your organization here, try searching by name.

Select your Billing Organization

	Organization	City	State	Zip
▶ SELECT	Borough of Greencastle	Greencastle	PA	17225
▶ SELECT	Borough of Waynesboro	Waynesboro	PA	17268

Search Billing Organizations
Enter the name, city, state or zip code of the organization:

[Search >>](#)

*** Can't find the company you are looking for?**
Make a request for your organization.

Xpress Bill Pay provides you the ability to view and pay bills to multiple billing organizations from an easy to use interface. You need to link your account with the billing organization to this new login you have created with Xpress Bill Pay. The following steps will need to be completed only once per bill.

Select your city or billing organization from the list of organizations on the page.

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Locate eBill

Locate eBill Information

Step 1: Enter your **Borough of Greencastle** Account Number as it appears on your bill.

Bill Type: * ☒ Utility

Account Number: *

Step 2: Enter your last name or business name as it appears on your bill.

Last Name or Business Name: *

Example: Jones
Example: My Company

Enter the requested information on the locate account screen. You are required to have your billing account number and enter **your last name** or business name as it appears on the bill. You can find your account number on a bill that you have previously received. You may also elect to have your paper bill eliminated if you select the paperless billing option. Select "Locate Account".

Confirm Your Account Information

Utility Account # 12345 for Borough of Greencastle

Billing Address	Service Address
Doe, John	1234 Any Street
1234 Any Street	Greencastle PA 17225
GREENCASTLE, PA 17225	

Is this your account information?

When the account is located, the information concerning the account is displayed. Select "Yes" if the account information matches. Select "No" if it does not. If you receive any other message when you perform the account search, reference the error and contact your billing organization if a bill is not found.

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Manage eBills

The account was added successfully! Would you like to configure Auto Payments on this account?

No

Setup Auto Pay >>

You have now successfully linked your first bill to your new login. If you would like to set up an auto pay for this account click "Setup Auto Pay" if not click "No" and you will be taken back to the "Manage My eBills" main page. You will be able to set up an auto pay at any time.

Manage My eBills

Welcome Back, John Doe!

View/Pay eBills



View current bill details and/or pay your bill.

Xpress Wallet



Store payment information for security.

Auto Pays



Setup automatic payments for your bills.

View Past eBills



View and/or print previous bills.

Add New eBills



Xpress Bill Pay allows you to manage multiple bills from multiple companies using just one login. Click "Add New e-bills" or Click the organization name in the list under "Billing Organizations Near You" found on this page and follow the steps for each account.

Remove Accounts



Use this when you close an account with a billing organization.

Request Utility Service



Request utility service for a new address (participating organizations only).


Click to Add Billing Organizations Near You:

You:

- ▶ Borough of Greencastle, PA
- ▶ Borough of Waynesboro, PA

If you have other organizations that you want to link, select "Add New eBills" and follow the previous steps.

To begin paying a bill select "View/Pay eBills" a representation of the bill similar to the one on the next page will be presented.



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Innovative Internet Payment Systems

Navigation


- Home
- Add New eBills
- View Xpress Cart
- Xpress Cart Checkout
- Xpress Wallet
- Auto Pays
- Auto Pay Schedule
- Transaction History
- eBill History
- Edit Contact Information
- Help
- Contact Us

Logout

Current eBill for Account#12345

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The information displayed here is provided by Borough of Greencastle. If there is a discrepancy, please contact Borough of Greencastle. Please note that this bill is only displaying payments made on or after 04/01/2015. Payments made directly to Borough of Greencastle may or may not be displayed here.



Borough of Greencastle
60 N Washington Street
Greencastle, PA 17225
717-597-7143
office@greencastlepa.gov
Office hours are Monday - Friday 8:00am - 5:00pm

<< Prev Bill Select Bill Period: 03/31/2015 **Pay this Bill >>**

Billing Address
JOHN DOE
1234 ANY STREET
GREENCASTLE, PA 17225

Service Address
1234 Any Street
Greencastle PA 17225

Description	Read Date	Prev Reading	Present Reading	Total Usage
Wr	03/23/2015	430	439	9,000
Wr	03/23/2015	392	392	0

Account Information







Billing Period End: 03/31/2015
Due Date: 04/30/2015
Account #: 12345




Total Charges
Statement Charges: \$123.00

Total Amount Due: \$123.00

Have your bill paid automatically each month with Xpress Bill Pay's hassle-free Auto Pay feature.

Pay this Bill >>

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You are presented with a complete representation of your bill. In this example the bill for a city utility is displayed. To pay the bill select "Pay this Bill".

Step 1 Xpress Cart Step 2 Cart Checkout Step 3 Confirmation

- ▶ The "Quantity" can be changed if it appears in a box.
- ▶ The "Item Amount" can be changed if it appears in a box.
- ▶ Make sure to click "Update" to save your changes.

Del	Account #	Item	Quantity	Item Amount	Extended Amount
✗	12345	Utility	1	\$ 123.00	\$123.00

Empty Cart **TOTAL: \$123.00**

<< Add More Items Update Cart Continue >>

If this is the only bill that you want to pay select "Continue" if there are additional bills with this same organization, select "Add More Items". Because each organization maintains the merchant account that is required to accept electronic payments, you cannot add bills for different organizations to the same cart.

When you select "Continue" you are taken to the cart checkout screen. You can select which type of payment that you would like to use. There are several options including an electronic funds transfer from checking or savings, or Credit/Debit card.

If the organization that you are paying accepts both forms of payment, you can choose by selecting the radio button next to "Payment Method" at the top of the screen.

Step 1 Xpress Cart Step 2 Cart Checkout Step 3 Confirmation

Payment Method

eCheck/Electronic Fund Transfer (EFT): ☒

Credit/Debit/Check Card: ☐

Order Total: \$123.00

Billing Information

* Denotes a required field.

First/Company Name: * John

Last Name: Doe

Street Address: * 1234 Any Street

City: * Greencastle State: * PA Zip: * 17225

Phone: 717-123-4567

E-Mail: johndoe@email.com (Enter if you want a payment receipt emailed to you.)

Please Note: The billing name and address must match the mailing address of the Credit Card or Bank Account.

Banking Account Information

Checking Account
 ⑆ 0000 1234 ⑆ 8788 888 ⑆ 788 ⑆

Bank Routing Number Bank Account Number

Verify your information. Make sure you DO NOT include the check number in your account number entry.

Account Type: * ☐ Checking ☐ Savings Personal or Business: * ☐ Personal ☐ Business

Routing Number: * ⑆ ⑆ Verify Routing Number: * ⑆ ⑆

Notice1: DO NOT use the Routing Number from your deposit slip! You must use the number from your check.

Notice2: Personal bank accounts list the routing number first and account number second. Business accounts will list account number first and the routing number second.

Account Number: * ⑆ Verify Account Number: * ⑆

Bank Name: *

☒ Save this payment information.

EFT TERMS AND CONDITIONS [Printer Format](#)

By submitting this form I declare that I am authorized to conduct transactions for the bank account listed above. I authorize the bank to debit that bank account for payment(s) of the indicated Borough of Greencastle billing account.

I understand that Borough of Greencastle will post this transaction on the account listed above as a pending transaction until funds are secured from the banking institution. I also understand that if Borough of Greencastle is unable to secure funds from the bank account for this transaction for any reason,

<< Back I AGREE -> Continue >>

Enter the required information on the payment screen. If you elect to pay with an electronic funds transfer from checking, please be certain that you enter the routing number from a check. The routing number from a deposit slip is **NOT** valid and the payment will be returned. When paying with a credit card be sure that you verify the billing address. An incorrect address can cause delay or decline of the card.

Billing Information

* Denotes a required field.

First/Company Name: *

Last Name:

Street Address: *

City: * State: * Zip: *

Phone:

E-Mail: (Enter if you want a payment receipt emailed to you.)

Please Note: The billing name and address must match the mailing address of the Credit Card or Bank Account.

Credit Card Information

► Borough of Greencastle accepts the following credit cards:



Enter credit card information below:

Credit Card Number: * Expiration: *

☒ Save this payment information.

<< Back

Continue >>

When billing information is entered completely select "Continue".

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Complete Payment

Step 1

Step 2

Step 3

Xpress Cart

Cart Checkout

Confirmation

Review & Confirm Your Order

Items	Totals
Utility	\$123.00

Total Payment Amount: **\$123.00**

Billing Name: **John Doe**
 Billing Address: **1234 Any Street**
Greencastle, PA 17225
 Billing Phone: **717-123-4567**
 Account/Reference Number(s): **12345**

Payment Type: **Credit/Debit/ATM Card**
 Card Type: **Visa**
 Card Number: **XXXX-XXXX-XXXX-1111**
 Expiration: **01 / 2020**

<< Step 2

Complete Payment >>

Only Click the Complete Payment Button ONCE.

Check the amount that you intend to pay, the account numbers, etc. and select "Complete Payment". If any of the information is incorrect select "Step 2" to go back.



Borough of Greencastle
 60 N Washington Street
 Greencastle, PA 17225
 717-597-7143
 office@greencastlepa.gov

XBP Confirmation Number: 8521380

Transaction detail for payment to Borough of Greencastle.

Date: 05/13/2015 - 10:24:01 AM

Transaction Number: 12345678PT

Visa — XXXX-XXXX-XXXX-1111

Status: **Successful**

Account #	Item	Quantity	Item Amount
12345	Utility	1	\$123.00

TOTAL: **\$123.00**

Billing Information
 John Doe
 1234 Any Street
 Greencastle, PA 17225
 717-123-4567
 johndoe@email.com

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Close

Payment Service Provided By www.xpressbillpay.com

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With a successful payment the above screen is displayed. If the payment is unsuccessful for any reason, the green background will be red and the reason for the failed transaction will be displayed. Print or save the receipt for your records and select "Close". You will be returned to the "Manage My eBills" home page.