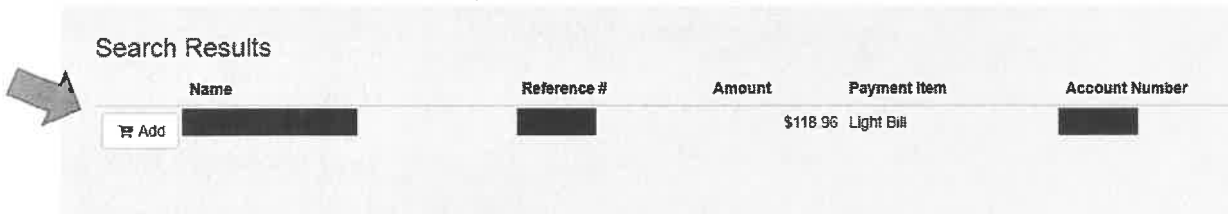



Village of Endicott  
Online Payment Instructions.

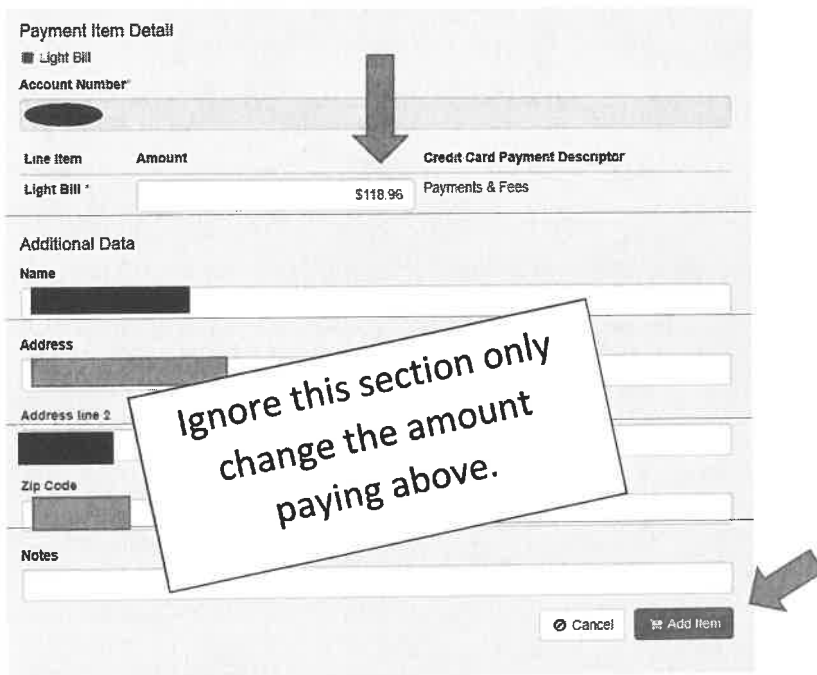
1. Go to EndicottNY.com
2. Scroll to bottom of home page, Click on the Link you needed.
  - a. (Example: Light, Water, Tax, Parking Tickets)
3. Enter in your **Acct # with NO DASHES**
  - a. Do Not Create an Account
  - b. If a Parking Ticket, Enter in State and License Plate # (Example: NYZZZ1234)
4. Your account should appear under Search Results at bottom of screen.
5. Click the Add Button next to your Name and account information.



Search Results

	Name	Reference #	Amount	Payment Item	Account Number
	[REDACTED]	[REDACTED]	\$118.96	Light Bill	[REDACTED]

6. On the next screen only confirm the dollar amount paying. If you wish to pay more or less, enter it in now. Click Add Item



Payment Item Detail

Light Bill

Account Number\* [REDACTED]

Line item	Amount	Credit Card Payment Descriptor
Light Bill *	\$118.96	Payments & Fees

Additional Data

Name [REDACTED]

Address [REDACTED]

Address line 2 [REDACTED]

Zip Code [REDACTED]

Notes [REDACTED]

**Ignore this section only change the amount paying above.**

7. On next screen:

- a. Confirm the amount paying. Click Checkout if only paying that one bill.
- b. If paying more than one bill, add the second account # (no dashes) and Click Search and repeat previous steps.

Cart Summary

Payment Item	Account Number	Amount	
Light Bill	[REDACTED]	\$118.96	Remove

Search

Account Number

[Input Field] [Clear] [Search]

**Callout Box:**  
If only paying one account, Click Checkout.  
If adding another bill, Enter Acct # and Click Search

Arrows point from the callout box to the 'Checkout' button and the 'Search' button.

8. On Final Screen –

- a. Check the authorization box
- b. Fill in all fields for payment
- c. Scroll back up and Click Next to process the payment

Cart Summary

Please review your cart summary and note the non-refundable service fee that will be added to your transaction.

Payment Item	Account Number	Amount
Light Bill	[REDACTED]	\$118.96
Municipal Service Fee Village of Endicott NY (non-refundable)		\$3.15
<b>Total:</b>		<b>\$122.11</b>

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)

[Cancel] [Next]

Key Enter Card

First Name\* Last Name\* Email Address\*

Street Address\*

City\* State\* Postal Code\* Phone Number\*

Card Number\* Exp. Month\* Exp. Year\* Card Sec. Code\*

**Callout Box:**  
Click this last. This finalizes your payment.

Arrows point from the callout box to the 'Next' button and the 'Key Enter Card' section.