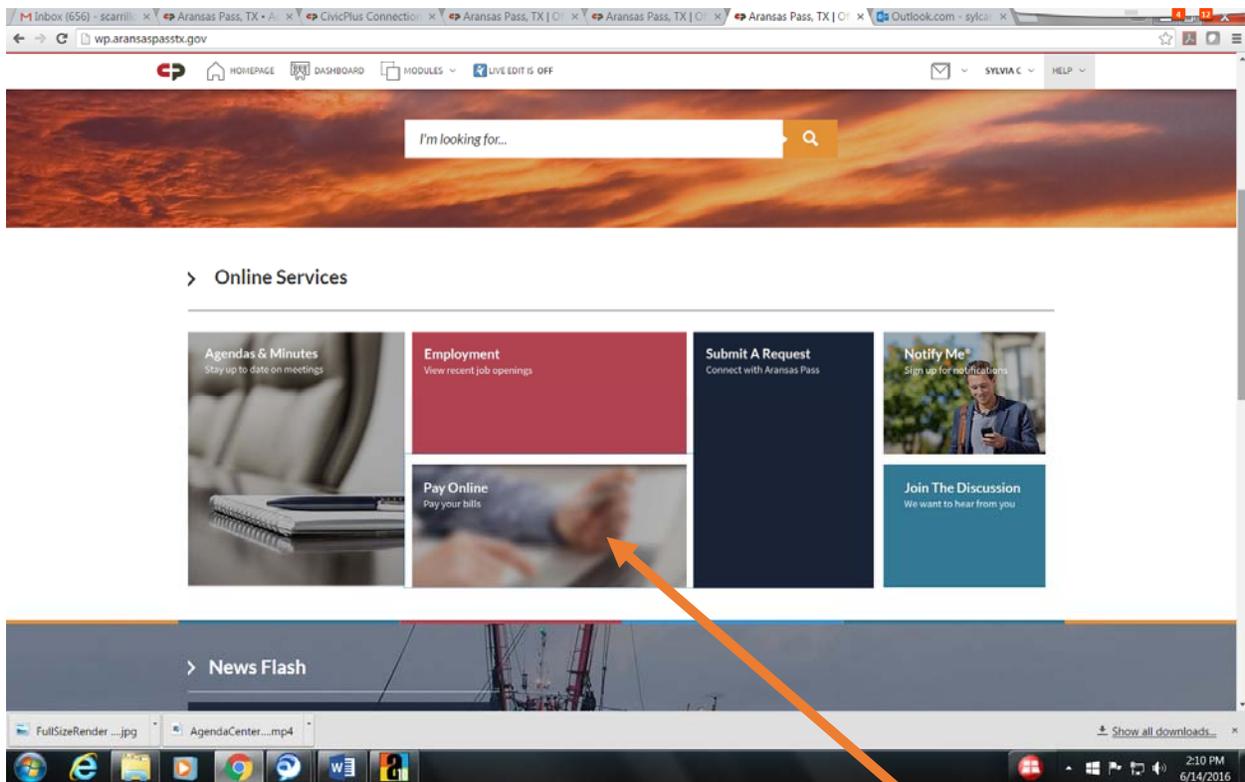




Paying Your Bill Online

In order to take advantage of our ability to now take online payments, you must first register your account. Your utility bill contains a Personal Identification Number (PIN) that you will need for this process. If you have not received your bill, please call City Hall at 361.758.5301 and we will be happy to assist you.

1. Log onto www.aransaspastx.gov



Click on the Pay Online Button on the front page

2. A new window will open to determine what action you wish to take. For Utility Bills, select **View and Pay Bills**



3. You must now ADD your Account in order to begin paying online.



4. Add the Type of Bill you'd like to add. You may also pay Municipal Court Fines through this system. For this example, we will select Utility Bills. You will need your PIN that is associated with the new bill. See below.

**City of Aransas Pass, TX
eCommerce**

Add Account to User Profile
All of the fields are required.

Select Bill Type:
Utility Bill

Account #
[input field]

PIN #
[input field]

Just below the organization

Continue

To ensure that all our emails get to your inbox, add us to your whitelist

Your New Utility Bill

Personal Identification Number (PIN)

PO Box 2000
Aransas Pass, TX 78335

Office Hours:
8-5 M-F
361-758-5301 X 2102 or X 2131

53472

FIRST CLASS MAIL
PRESORTED
U.S. POSTAGE
PAID
DATAPROSE

ACCOUNT NUMBER	BILL FROM	BILL TO
[redacted]	4/8/2016	5/8/2016

PREVIOUS BALANCE	PAYMENTS
\$0.00	\$0.00

Type	Amount	Previous	Current	Usage
WAT	\$28.57	7339	7368	2900
Dra	\$2.50			
EMS	\$2.50			
Fire	\$1.50			
Garb	\$24.33			
Sew	\$20.04			
TAX	\$2.01			

Detach and retain left side for your records.

ACCOUNT NUMBER	DUE DATE	DUE NOW	PAY AFTER 06/15/2016
03-1570-00	06/15/2016	\$81.45	\$89.60

RETURN THIS STUB ALONG WITH YOUR PAYMENT TO ADDRESS ABOVE

Sign up for Emergency Alerts at ap-police.com

TOTAL	\$81.45
DUE NOW	\$81.45
PAY AFTER 06/15/2016	\$89.60

KEEP THIS STUB FOR YOUR RECORDS

***AUTO**SCH 5-DIGIT 78336
1474 1 AV 0.250*****1474 1 S19617D548

[redacted] S LAMONT ST
ARANSAS PASS, TX 78336-3417

5. You will need to agree to the terms and conditions set forth

**City of Aransas Pass, TX
eCommerce
Terms & Conditions**

This describes the agreement between City of Aransas Pass and the customer electing to use its electronic billing services ("You"). You should read these terms carefully, as they define the terms and conditions on which City of Aransas Pass's electronic billing and payment services ("E-Bill") are offered. In consideration of our mutual covenants:

- Electronic Billing** - You agree to receive and pay your bills for utility services provided by City of Aransas Pass electronically ("Your E-Bill"), over the Internet.
- Procedures** - City of Aransas Pass will provide to you your E-Bill in the following manner:
City of Aransas Pass will send you an e-mail notification alerting you that your bill is ready for review at the City of Aransas Pass's website (the "Site"). PLEASE NOTE: if you do not receive a bill notification e-mail, you are still required to make your payment on or by your scheduled due date.
You may visit the Site, login to Customer Account Access, and view your bill to review its contents.
Following the instructions appearing at the Site, you may pay your bill by either electronic check or credit card.
City of Aransas Pass reserves the right to change the system procedures applicable to its E-Bill service from time to time.
- Your First On-line Statement** - If enrolling 20 or less days before your scheduled due date, your next statement may be in paper format. Every statement forward will be in electronic format.
- Other Payment Terms** - All other terms relating to your use of and payment for utility services, including without limitation payment amounts and obligations, late fees, and the City of Aransas Pass's remedies for nonpayment will remain in effect and are unchanged by this agreement.
Payments will be posted to your account within 1 business day.
- Accessing the Site** - To successfully send, receive, and retain the information and disclosures related to this E-Bill Enrollment Form you will need the following requirements ongoing:
A 32-bit operating system (Windows 95, Windows 98, or Windows NT)
An Internet Browser (Internet Explorer 4.0 or higher or Netscape Navigator 4.0 or higher)
Minimum 28.8KB connectivity to the Internet.
Preferred screen resolution setting is 800 by 600 pixels
Minimum of 40 bit encryption
To retain a copy of the completed E-Bill Enrollment Form you must have a printer and browser with print-screen capability.
Netscape Navigator is a registered trademark of Netscape Communications Corporation in the United States and other countries.

6. **Confirmation** - By clicking the "I Agree" button below, I am affirmatively stating that I am currently accessing this website with a computer system, ISP connection, browser and printer necessary for me to send, receive and retain the above disclosures and information.
By clicking the "I Agree" button below, I am also consenting to receive the information and disclosures related to the E-Bill Enrollment Form electronically. My consent is limited to the information and disclosures related to this E-Bill Enrollment Form only and none other. I can withdraw my consent at any time during the enrollment process BEFORE clicking on the "I Agree" button by clicking on the "Back" button. Unfortunately, your E-Bill Enrollment Form cannot be processed electronically if you withdraw your consent.

Date of Birth [Month/Year]:

To ensure that all our emails get to your inbox, add us to your whitelist

6. You're all registered! You will receive an email that verifies the account and allows you to begin making payments

**City of Aransas Pass, TX
eCommerce - Account List**

Account # 07-1501-03 has been added to your user profile, but will not show up on your Account List until it has been verified. An email will be sent to you when the account has been verified.

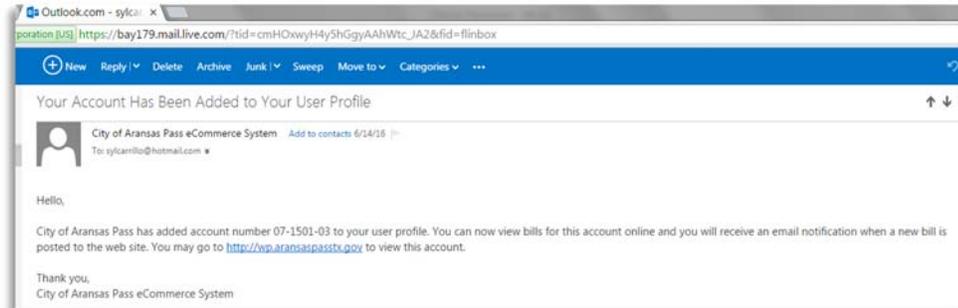
Your Accounts...

To ensure that all our emails get to your inbox, add us to your whitelist

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Please send comments, suggestion or problems regarding the web site to the [WebMaster](#)

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7. Within a day, you will receive a final email to acknowledge that you are registered to pay online.



8. Log back into the website and you will be able to view the account you wish to pay.

