

**Step-By-Step Directions For Using**  
**The Town of Wiley Utility Payment Portal**

1. Click on the 'Departments' page of the Town of Wiley website located at [www.townofwiley.com](http://www.townofwiley.com)
2. Click the 'here' link under the sentence "You can now pay your utility bill online!"
3. Click on the 'Pay Bill' button on the page

4. The page will look like this-

The screenshot shows the 'Town of Wiley Utility Payments' page. At the top, there is a header with a photo of a building and the text 'Town of Wiley Utility Payments'. Below the header, a message reads: 'Please enter your donation amount and click **Update Total**.' Below this is a table with three columns: 'Purpose', 'Donation amount', and 'Total'. The first row shows 'Town of Wiley Water/Trash/Sewer' in the 'Purpose' column, a '\$' followed by an empty input field in the 'Donation amount' column, and '\$' in the 'Total' column. Below the table is an 'Update Total' button. To the right of the table is a 'PayPal' logo with a 'Secure Payments' icon. Below the PayPal logo, text states: 'PayPal securely processes donations for Town of Wiley. You can complete your payment with just a few clicks.' Below this is a section titled 'Why use PayPal?' with three bullet points: 'It's easy to send money and shop online', 'You can donate without sharing your financial information', and 'Over 50,000 online merchants accept PayPal'. Below the bullet points is a section titled 'Don't have a PayPal account?' with the text 'Use your credit card or bank account (where available). [Continue](#)'. At the bottom left of the screenshot are logos for VISA, MasterCard, American Express, Discover, and PayPal. On the right side of the screenshot is a 'LOG IN TO PAYPAL' section with 'Email:' and 'Password:' labels, each followed by an input field. The email field contains 'johnsmith@msn.com'. Below the input fields is a 'Log In' button. At the bottom of the login section is a link: 'Forgot [email address](#) or [password](#)?'

5. ***\*\*Notice\*\* the page reflects 'Donation' but this is only for the temporary utility billing. Once the town has determined that there is enough interest in this time saving service, there will be a permanent payment portal installed. Rest assured that your payment WILL be credited to your utility account and is NOT a 'Donation'***
6. Enter your utility payment amount in the field labeled 'Donation Amount'
7. Click 'Update Total' button just below the donation amount

8. The screen should now look like this-

The screenshot shows the top of the payment page. At the top right, it says "Town of Wiley, CO Utility Payments". Below this, a summary bar shows "Town of Wiley Water/Trash/Sewer" and "Total: \$34.75 USD". A "Donate quickly with PayPal" section includes the PayPal logo and "Secure Payments" text. Below this is a paragraph: "PayPal securely processes donations for Town of Wiley. You can complete your payment with just a few clicks." A "Why use PayPal?" section lists three bullet points: "It's easy to send money and shop online", "You can donate without sharing your financial information", and "Over 50,000 online merchants accept PayPal". Below this is a "Don't have a PayPal account?" section with a "Continue" link. To the right is a "LOG IN TO PAYPAL" box with fields for "Email:" (containing "johnsmith@msn.com") and "Password:", and a "Log In" button.

9. At this point you can log into your PayPal account in the box labeled 'LOG IN TO PYPAL' to make this payment using a major credit card or your checking account

10. Or, if you do not have a PayPal account, no problem. Simply click on the blue link to the left of the LOG IN TO PYPAL box marked 'Continue' to make a payment using a major credit card

11. If you have a PayPal account please log in using the box to the right

12. The top part of the page you will be taken to will look like this-

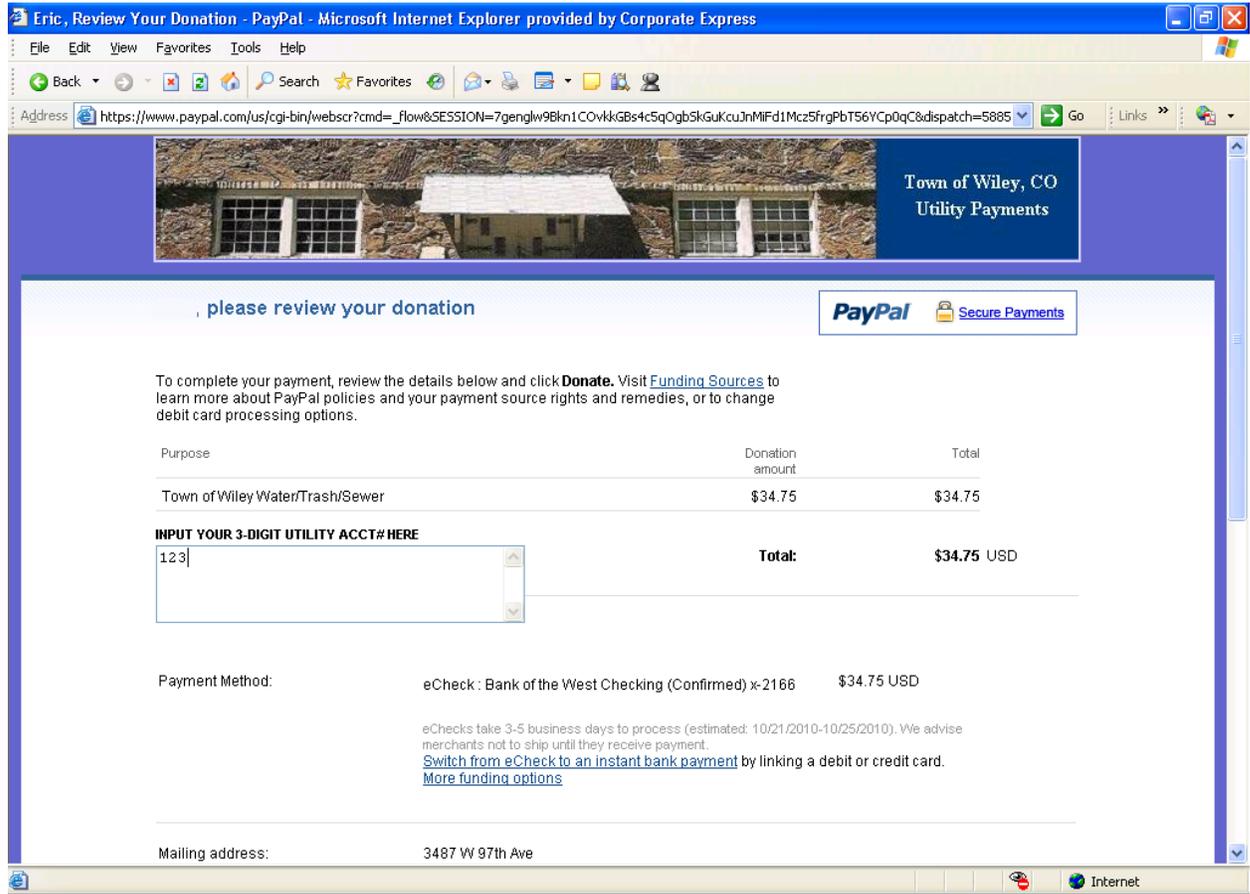
The screenshot shows the "review your donation" section. At the top right, it says "Town of Wiley, CO Utility Payments". Below this, it says "please review your donation" and includes the PayPal logo and "Secure Payments" text. A paragraph reads: "To complete your payment, review the details below and click **Donate**. Visit [Funding Sources](#) to learn more about PayPal policies and your payment source rights and remedies, or to change debit card processing options." Below this is a table with three columns: "Purpose", "Donation amount", and "Total".

Purpose	Donation amount	Total
Town of Wiley Water/Trash/Sewer	\$34.75	\$34.75
<b>INPUT YOUR 3-DIGIT UTILITY ACCT# HERE</b>	<b>Total:</b>	<b>\$34.75 USD</b>

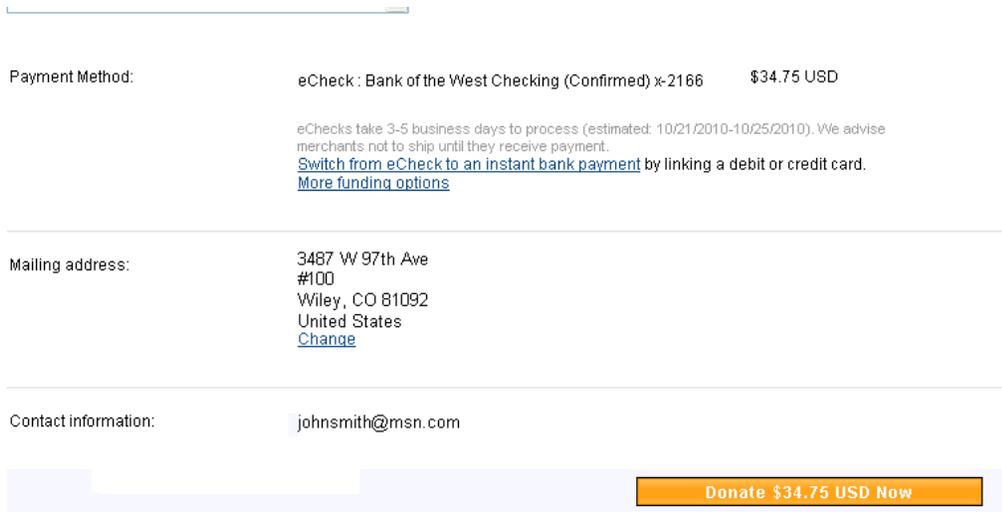
13. Click on the link marked 'INPUT YOUR 3-DIGIT UTILITY ACCT# HERE' to open the text box

14. Place your 3-digit utility account number in the text box that opens

15. The page should look like this-

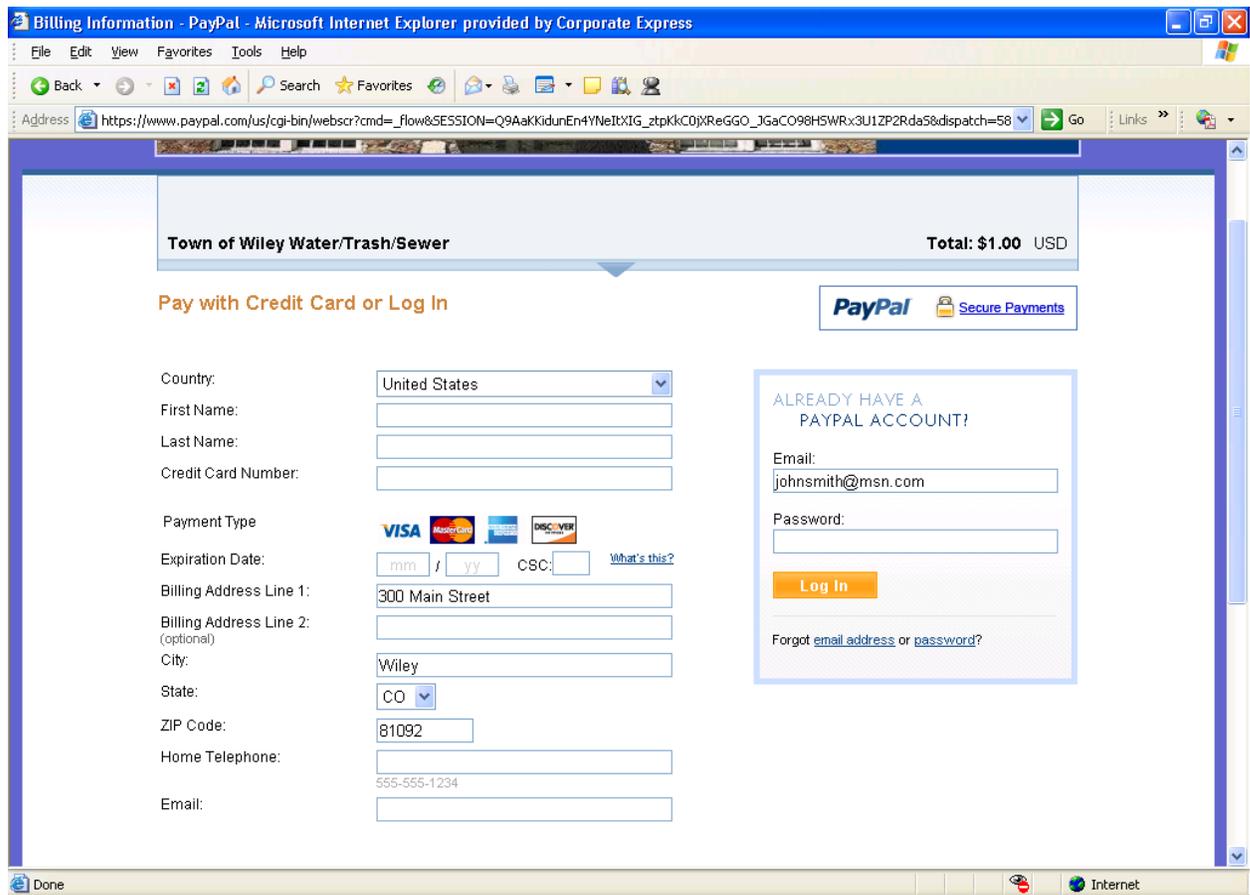


16. The lower part of this page will look like this-



Return to [Town of Wiley](#).

17. **\*\*\*NOTE\*\*\*** - The important item on this page is that if the address listed to the right of the 'Mailing Address' is NOT the address listed on your Town of Wiley utility bill, then you must click on the ['Change'](#) link to update the address information to reflect the same address as on your bill or your account will not be properly credited.
18. Once all information on this page is correct including your 3-digit account number and the mailing address matches what is listed on your utility bill, then click on the orange Donate button under your 'Contact Information'
19. If you do not have a PayPal account and clicked on the continue link to the left of the PayPal log in box, your screen will look like this-



20. Input the fields listed on this page  
**\*\*\*Please Note\*\*\*** if the billing address for the credit card you are using is different than the billing address for the Town of Wiley utility bill, you will need to open a PayPal account in order to use this service
21. Once all the required information has been input on this page, click the 'Review Donation and Continue' button and then go to step 11 in these directions and follow the remaining steps to make your payment