Belle Plaine

Online Payment Portal Guide

CREATE AN ONLINE ACCOUNT PROFILE:

1. Go to https://belleplaine.billingdoc.net/login

2. Click on the Create An Account button `Create An Account`
    The account setup customer detail page will automatically open.

Name

> Enter Full Name

Email Address

> Enter Email

Password

> Enter Password

Confirm Password

> Re-Enter Password

`Submit` `Cancel`

Already have an account? **Sign In**

Want to make a one-time payment? **Pay Now**

3. Type in the requested information and then click on the submit button `Submit`
    The account dashboard screen will open.
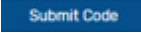
Accounts Dashboard

> To use all the features of this site please confirm your email address.
>
> An email was sent to mgandolfo@valli.com with a code.
>
> **Enter Email Confirmation Code**
>
> `Submit Code`
>
> **Did not get email?**
>
> mgandolfo@valli.com
>
> `Send Email Again`

4. You will need to verify your email address at this screen.
    Log into your email account to find the verification email and confirmation code.

5. Type the code in the box provided and click on the Submit Code button `Submit Code`

6. Once you have access to your account, you will need to add your Web ID to your dashboard

Add New Web ID

Fill in the form below to attache a new account.

First 3 characters of the name printed on your paper statement

Statement Name

Web ID

Web ID

7. Type in the first three characters of the company/person's name as it appears on the bill

8. Type in the web ID # and click on the <u>submit</u> button Submit
   **Your web ID # can be found on your bill **

Your account is now setup and you should be able to see your account details!!

From your dashboard you can customize your account to your liking. The following are all options available for you to take advantage of!
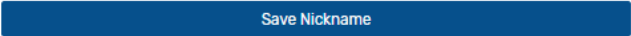
- Dashboard
- Pay My Bill
- History
- Payment Methods
- Settings
- Log Out
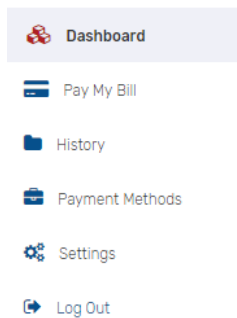
1. <u>Nickname your account:</u>
   - Click on the <u>Edit Nickname</u> button at the right of the screen 🗑 Edit Nickname
   - Type in the name you choose and then click on the <u>Save Nickname</u> button

Edit Nickname ✕

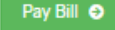**Nickname**

Save Nickname

2. <u>View your bill:</u>
   - Select the <u>View Bill</u> button View Bill 🔍
   - A copy of your current bill will download
   - Click on the downloaded PDF to open your bill

3. <u>Pay your bill:</u>

- Select <u>Pay Bill</u> button **Pay Bill ➲** or the <u>Pay My Bill</u> link on the left hand side
- Type in the amount you wish to pay and then click on the next button

Update amounts if necessary and click Next to review and pay:

Total amount due is as of your last billing statement and may or may not reflect recent payments, see History for additional details of payments approved via this payment portal.

Web ID	Current Due	Past Due	Total Due	Want To Pay
77777777	$10.00	$0.00	$10.00	$ 10.00

- Verify the amount to be paid is correct

Total Amount from Above:	$10.00
(3.95% Minimum $2.00) Fee:	$2.00
Final Total To Pay:	$12.00

- Enter in credit card information or select a credit card on file
- Select the <u>PAY NOW</u> button at the bottom when finished

Credit Card Number

Name on Credit Card

Street Address

City

State

Alabama

Zip Code (Postal Code)

Security Code/CVV Code

Expiration Date

January   2021

Accepted credit cards: Visa, MasterCard, Discover and American Express.
Terms: By authorizing this transaction you agree to paying the amount listed.

I agree to the terms and amounts above. PAY NOW

4. <u>Setup paperless billing:</u>

- Select the <u>Paperless</u> button **Paperless 🌿**

$ AutoPay	🌿 Paperless	⚙ Account	🔒 Password

Update your Paperless settings here:

By checking the "Check for Notification" boxes on either email or text notifications you agree to receive notification that your bill is available to view at this site once you have logged on with your user name and password. You agree that you WILL NOT receive a paper bill via the USPS.

Account Number	Email Notification to mgandolfo@valli.com	Text Notification
77777777	☐ Check for Notification	No confirmed number available

- Checkmark the box next to <u>Check for Notifications</u>.
- A pop-up message will appear. Click the OK button.
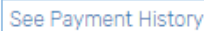- The e-statement emails will come from <u>bds@billingdoc.com</u>

5. Setup Auto Pay:

- First, you must have a payment method set-up. (See instructions below)
- Click on the AutoPay button **AutoPay $**
- Click the Add a Payment Method button
- Enter in the information requested and select Save Auto Pay Plan **Save AutoPay Plan**

6. View your statement history:

- Click on the See Statement History button [See Statement History] or History link on the left hand side
- Once you have established your account the system will start compiling your statement history for you to view in the future.

7. View your payment history:

- Click on the See Payment History button [See Payment History] or History link on the left hand side
- Once you have made payments on your account under your username and password the system will start compiling your payment history for you to view.

8. Add another account:

- Click on the Add Additional Web ID button at the bottom of the screen
- Type in the required information then click the submit button **Submit**

9. Setup & save your payment methods:

- Click on the Payment Methods link on the left hand side
- Then click on Add a Payment Method
- Enter in the requested information and then click on Save Card **Save Card**