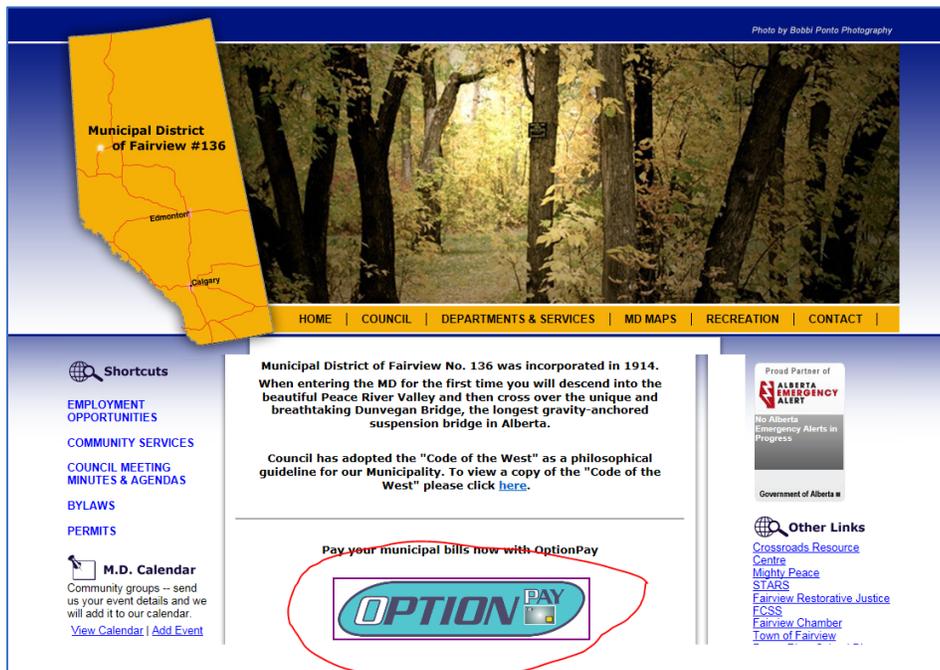


OptionPay – How to Guide

The Municipal District of Fairview No. 136 will now be accepting credit card payment for property taxes, utilities, and accounts receivable invoices through a service called OptionPay. OptionPay is a service, whereby a service fee is charged to the cardholder based on the transaction amount. The service fee is charged to the cardholder to cover the cost of paying by credit card. The MD receives no income or profit from these service fees.

If you wish to pay by credit card, you may do so in person at the MD office, or you may go online to our website. Please follows the steps below to process a payment to the MD of Fairview using OptionPay through our website:

1. Go to <http://www.mdfairview.com> and click the **OptionPay logo** on the home page:



2. You will be re-directed to the OptionPay "Process a Payment" page. Note: At this time only Visa and Mastercard are available. Enter your credit card number, Name on the card, Card expiration, and CVV number:

The screenshot shows the 'Process a Payment' page. At the top left is the Municipal District of Fairview logo. At the top right is the 'OPTION PAY' logo with the tagline 'PROVIDING ADDITIONAL PAYMENT OPTIONS'. Below the logos is a blue header with the text: 'Municipal District of Fairview No. 136', 'PO Box 189, Fairview AB, T0H 1L0 780-835-4903', and 'www.mdfairview.com Need Help? mdinfo@mdfairview.ab.ca'. The main content area is titled 'Process a Payment' and has a sub-section 'Credit Card Details'. It lists 'We accept:' with logos for VISA, Mastercard, American Express, and DEBIT. Below this are four input fields: 'Card #: *' with a 'Clear' button, 'Name on Card: *', 'Card Expiration: *' with two dropdown menus for month and year, and 'CVV: *' with a dropdown menu. Below the 'Credit Card Details' section is the 'Transaction Details' section.

- Under **Transaction Details**, enter the **dollar amount** you wish to pay including decimal places. For example, if you owe the MD \$40.50 for your utility bill, enter 40.50 in the **Payment Card Amount** field. The **OptionPay Load Fee** will calculate automatically after you enter the payment amount, and the **Total Charged to Your Card** amount will be displayed in bold as shown in the example below:

Transaction Details

Currency: CAD

Payment Card Amount: * \$ 40.50

OptionPay Load Fee: \$ 1.50

Total Charged to Your Card: \$ **42.00**

- Click the drop-down arrow on the **Type** field and choose the **type** of transaction you are paying, and enter the appropriate account number as follows:
 - Tax** – enter your **roll number** as it appears on your property tax notice (i.e. 009999) or enter your **8 digit customer number** (i.e. AAAA0001) if you are paying for multiple rolls as one transaction. Then use the **comments** area to list the property tax rolls you are paying and the amount to apply to each roll.

Type: * Tax

Roll Number:* 009999

Receipt Email: MyEmail@gmail.com

Comments: Roll 009999 - apply 100.00
Roll 009876 - apply 75.64
Roll 009555 - apply 242.01

- Utilities** – enter your **utilities account number** as it appears on your utility bill/invoice (i.e. 009999.07)

Type: * Utilities

Account number:* 002001.05

Receipt Email: MyEmail@gmail.com

Comments:

- Other** – enter your **8 digit customer number** (i.e. AAAA0001) as it appears on your account receivable invoice (i.e. for gravel purchases, water truck fill station invoices, etc.). Please use the comments section to add any additional details.

Type: * Other

Description:* AAAA0001

Receipt Email: MyEmail@gmail.com

Comments: Invoice # IVC0000000000888
Water Truck Fill Station

- Enter your **email address** to receive a credit card receipt. You can also print the receipt after you Submit Payment. NOTE: For property tax payments, the MD will provide a detailed receipt by email if you supply an email address, or by mail if no email address is provided.

6. Under **Authorization**, *read* and if in agreeance *check the box*. The credit card service fee is remitted to OptionPay, not the Municipality. Click the **Submit Payment** button to complete the transaction. If you supplied an email address, you should receive your OptionPay receipt shortly thereafter. The charge on your credit card statement will appear as OPCARD.CA MUNICIPAL PYMNT.

Authorization

I authorize OptionPay to charge my credit card for the purchase of the OptionPay Payment Card and load fee. I also acknowledge that this charge will appear on my credit card statement as OPCARD.CA MUNICIPAL PYMNT.

Submit Payment