

City of Toppenish Online Presentment and Payment Frequently Asked Questions

General

What are some of the benefits of receiving my bill electronically?

It is convenient, saves time, reduces errors, allows you to receive bills anywhere at any time and helps the environment by saving trees. You can continue to receive a paper bill, but if you elect to go paperless, you can always print out a copy of the invoice if needed.

What are the benefits of paying a bill online?

Paying online with a credit card or electronic check saves time, gives you the flexibility to pay how and when desired, and saves money (no more stamps, paper checks or envelopes), and Invoice Cloud will store your information for future use – but only if you choose to store it.

What is Invoice Cloud?

Invoice Cloud is a web-based, electronic invoice presentment and payment company that we have partnered with to provide faster, more convenient billing services to our customers. By automating billing and collections, customers can click and pay online while helping the environment and reducing clutter in their home or workspace.

What is the relationship between my city and Invoice Cloud?

The City of Toppenish wanted to make paying bills easier for their customers, but did not have the electronic presentment and payment systems required to display, safely process and store financial information. The City of Toppenish chose Invoice Cloud because it is easy to use, and the security is the strongest available. All the data collected is double encrypted and stored on secure servers. The data is not sold or released for any purpose other than to complete transactions.

Is there one account number for all of my bills?

No

Using the System

How does the system work?

It is very simple. Here are the three steps taken by customers:

Customer receives email notification or accesses account via the City of Toppenish's website by clicking on the "View or Pay Your Bill" button. Customer locates and views invoice and either enters payment information for a One Time Payment or registers to schedule a payment. Customer receives an email confirmation with their payment amount and payment process date.

Can I use an Apple /Mac to use the service?

Yes, many customers use Macs.

What Browsers are supported?

The service supports all modern browsers.

I cannot locate my bill.

Please scroll down on the page to view the matching items at the bottom. Otherwise, try re-reading the instructions for the search criteria. Utility bills require a service address as confirmation. *It must be entered exactly as indicated on the printed bill (account number example: 1111.1 and service address example: 21 W 1st Ave).*

Do I have to enter an email address to make a payment?

Yes, an email address is required for payment confirmation. A payment receipt is sent via email.

When I try to pay my bill, it asks for credit card information and I want to pay by electronic check.

Under “How would you like to pay” click on the drop-down box and choose EFT Check.

Will I receive a confirmation email that my bill has been paid?

Yes, you will receive a confirmation email.

Do I need to register to pay a bill?

You may need to register to receive electronic bills by email, but registration is not required for One Time Payments. One Time Payments require that you enter your payment information each time you make a payment. By registering, you avoid that step and gain access to your payment history.

Why should I register to pay a bill?

By registering, you have access to all of your invoices regardless of type and all of the features of the payment portal. These features include the ability to view all current invoices, see previous invoices and payment dates, update your profile information, access the online customer service system, go paperless (if bill type allows), schedule payments for a specific dates, and sign up for Auto-Pay. You also avoid having to enter your payment information each time you pay a bill.

How Do I Register?

Registering is easy and can be done when you make a payment. There are two ways you can make a payment.

When you receive an email notification that your bill is ready to pay, simply click on the “View Invoice or Pay Now” button. You will be directed to the City of Toppenish’s “Pay and/or View Bills Online” site, powered by Invoice Cloud. Once there, you will be given the opportunity to register or make a One Time Payment. If you choose to register, you will be asked to provide a password and accept the terms and conditions to use the system. The payment information you enter in your profile will then be securely encrypted and saved for your next visit.

You can go directly to the City of Toppenish’s website and click on the “Pay or View your Bill” button. You will then be directed to the City of Toppenish’s “Pay and/or View Bills Online” site, powered by Invoice Cloud. Once there, you will need to locate your account and be given the opportunity to register or make a onetime payment. If you choose to register, you will be asked to provide a password and accept the terms and conditions to use the system. The payment information you enter in your profile will then be securely encrypted and saved for your next visit.

How do I find my account number to login?

Once you have registered, you will need only your email address and password to log in. To login the first time you use the system, you will need your account number or customer ID from your bill. The “locate your bill” screen gives instructions regarding the required information.

I forgot my Password, how do I find it?

You should click on “Forgotten Password?” at the bottom of the login screen. You will need your account number and email address to retrieve your password. If you are unable to locate this information, you may call the City of Toppenish, and after verifying your identity, the City can provide your account number.

Can more than one person pay bills online for the same account?

There are two ways that payment responsibilities can be shared. If the other payer is part of your household, you may choose to share your login information with that individual. In a situation where personal financial data is not shared, you may forward your email notification to the individual, who will then click on the “View or Pay Now” button and elect to make a onetime payment. They will need to enter their name, email address, address and payment information. They will receive the payment confirmation. You can verify their payment by viewing the invoices in your account.

Payment

When is my utility bill due? *(City of Toppenish Utility Billing Schedule)*

Your utility bill is due on or before the 15th of each month. A \$10.00 late fee is applied to all accounts that have not paid by 6:00 PM on the 15th day of each month. Accounts left unpaid on the 22nd day of each month are subject to a \$20.00 Administrative fee and turn off.

What forms of payment can I use?

You can pay by credit or debit card or you may issue an electronic check from your bank account (checking or savings). Please check the City of Toppenish’s website for the credit and debit cards that are eligible.

Can I still send in a paper check?

Yes, your bill can be paid in any of the following ways:

- Email notification based payment – click the “View invoice or Pay Now” button in your email
- Web based online payment – login to online bill pay via the City of Toppenish website
- Paper check – via US Postal Service (City of Toppenish 21 West 1st Avenue, Toppenish WA 98948)
- In person (Monday thru Thursday 7:30 AM o 6:00 PM) or drop-box at City Hall, 21 West 1st Avenue

What is a service or convenience fee?

A non-refundable fee added to an invoice to cover various administrative costs associated with billing and accepting payment.

If I do not have email can I still process an electronic payment?

No, to complete the online payment process, you will need an email address so that the system can deliver your payment confirmation. If you do not have an email address, you can obtain a free email account from any of the following services: yahoo.com, hotmail.com, or gmail.com.

What are the costs for paying online?

There are no signup costs or subscription fees. The non-refundable service fee when using an ACH transfer (electronic check) from your checking or savings account is \$0.95 per transaction. The non-refundable service fee when using credit cards is \$3.95. The service fee is shown on the payment page before you submit your payment for processing. There are fees imposed by the City of Toppenish and Invoice Cloud for returned payments, and your bank may charge you a fee based on the bank's fee schedule.

How should I enter my credit card information?

The information you enter on the payment screen must be exactly the same as it appears on your credit card. This information collected will be used to authorize your payment.

How will I know that my payment has been accepted?

After you submit your payment, you will see a payment confirmation screen. It will contain your payment confirmation message. It will show an approved number for credit cards or a processed number for electronic check. You will also receive a confirmation email after your transaction is submitted. The email

will include your account number, invoice number, amount paid, and confirmation message. If your electronic check does not pass through the bank, you will receive an email informing you of the rejected payment. You may need to call the City of Toppenish in order to pay again.

Can I use more than one payment method per transaction?

Yes, you may use one payment method for part of the transaction and another payment method for other parts of the transaction.

How long does it take for a credit card transaction to process if I pay online?

Credit card transactions typically take 48 hours to settle. An authorization is issued immediately; however, it takes 48 hours for the money to be moved.

How long does it take for an EFT (electronic funds transfer) transaction to process if I pay online?

EFT transactions typically take 48 – 72 hours to settle.

Do I need to notify my bank or change bank accounts?

No, your current bank account (checking or savings) will work fine. So many payments are made electronically now that banks are already prepared for online payments. However, if you have arranged through your bank to automatically pay your bill, you need to contact your bank and discontinue the automated payment, otherwise you may pay your bill twice.

What information do I need to make a payment?

If you are registered, the only information you need to have available to complete a payment transaction is your email address and password. If you make a One Time Payment, then you will also need your bank account or credit card information and your account number.

When can I pay my bill?

You can make payment or review your account 24 hours a day, 7 days a week. *It is always a good idea to pay or schedule a payment at least a few days before the due date to allow for processing time.*

Can I use a credit card to pay my bill(s)?

Yes, you can. There is a service fee when using credit cards that varies based upon the type of card, type of bill and payment amount. The exact service fee amount will be displayed during the payment process prior to submitting the payment.

Can I use a debit card to pay my bill(s)?

Yes, although technically your debit card will be processed like a credit card and you will not be asked to enter a pin number. The service fee is the same as credit cards and varies based upon the type of card, type of bill and payment amount. The exact service fee amount will be displayed during the payment process prior to submitting the payment.

Can I tell if my payment has been posted?

Yes, simply login to your account and select “View paid or closed invoices”. If you are a registered customer, you will receive an email notification.

Will I have online access to my account?

Yes, you will have 24/7 access to your account for invoice review and payment, payment history and customer service requests.

How long will my payment history be maintained?

24 months is the standard retention period.

Will I be able to print a copy of my bill?

Yes, each invoice is presented in PDF and HTML format. Electronic storage is recommended because it saves paper and has a beneficial impact on our environment.

How do I change my on-line account information?

Simply log into your account and change any of your personal information under the My Profile tab. If you are unable to change some of your information, you may need to call the City of Toppenish and have them change it for you.

Can I make a partial payment?

Yes, as long as the full payment is received on or before the 15th of the month. Once the bill becomes due, only payment in full is accepted. Any amount remaining due on the 16th of the month is subject to the \$10.00 Late Fee and/or shut-off. Please contact the City of Toppenish for more information.

Can I carry a balance?

Yes, a maximum balance of \$10.00 can be carried to the next month and will not be subject to \$10.00 Late Fee or shut-off.

My water service has been turned off; can I make a payment on-line to turn it on?

No, once your water service has been shut off, the full payment including the \$10.00 late fee, the \$20.00 administrative fee, and any amount carried forward from the previous month must be made at City Hall.

Why am I being charged a late fee?

A Late Fee is charged when a bill has not been paid by the due date. If you feel that this fee has been assessed in error or you would like more information about late fee charges, please contact the City of Toppenish office.

Advanced Features**How much does paying online help the environment?**

Paying online is only half of the benefit, by going paperless and not receiving paper invoices, you can increase the effect you can have on the environment. There are several ways reducing paper consumption helps the environment, including saving trees and using less gas. According to the PayItGreen Alliance™, if one in five households were to switch to electronic payments, statements and bills, we could collectively save 1.8 million trees each year and avoid using 103 million gallons of gasoline to mail bills, statements, and payments. If you'd like to be part of that one in five, just sign up to "go paperless" in your account under my profile, paperless options.

What is Auto-Pay?

If you elect to opt in to Auto-Pay, it means that your bills will be paid automatically on their due dates using your default credit card or bank account. This will avoid any late fees and free you from having to remember when to pay.

Can I cancel Auto-Pay?

Yes, simply go into your profile and uncheck the auto-pay box that you had previously checked when you elected to opt into Auto-Pay.

I signed up for Auto Pay but do not see any information under “My scheduled payments.”

The Auto Pay date will not appear under scheduled payments. Auto Pay will be debited from the customer’s account on the due date.

What are scheduled payments?

Scheduled payments are payments you set up for a specific future date of your choice.

Can I schedule payments?

Yes. You can set up a future payments at any time prior to the bill due date.

Can I change a scheduled payment?

Yes, as long as it is changed before the date it was scheduled to be paid.

What is the difference between auto-pay and a scheduled payment?

Auto-pay is an automated process, which pays your balance in full each billing cycle at 2am on the due date; you manually enter scheduled payments for the date you choose for each bill you choose.

What if I already have auto-pay or a scheduled payment set up with my bank?

You will need to contact your bank and cancel your automated or scheduled payment before the payment is due (**typically, payments are made a couple days in advance of the due date, so do not wait until the last minute**).

When I sign up to “Go Paperless,” will, I still receive a paper bill in the mail?

No, you will receive an email notification each time a new bill is ready for you to view and pay. Email notifications go to the email address used when you registered, a second email address may be added if you wish to send notifications to an additional or back up email address.

Can I start receiving paper bills again?

Yes, simply go into your profile and under Paperless Options, select “No, I don’t want to go paperless.” Be sure to update/save the change.

I received an email stating “Thank you for going paperless,” but I DID NOT sign up for paperless!

The paperless box is generally defaulted to enroll you in paperless billing because it helps the environment.

Option 1: Customer must click on “Complete paperless process” link within email to complete enrollment. If they do not, the paperless option will not be active and will drop off system within a few days.

Option 2: Customer can log into account and cancel paperless registration.
Choose >My Profile>paperless option>cancel paperless registration

What is Account Linking?

Self Service Account Linking means that Payers are able to view and pay all open bills with a single transaction. When registering bills under the same email address, payers are given the option to link the related accounts within the service. Linked accounts provide the following efficiencies:

- Faster, simpler payments across bill types. For example, a customer who has a residence and an irrigation account or a customer who has rental properties, can login to any one account and view, manage preferences (Auto Pay, Paperless setting etc.) and pay all of the accounts at the same time.
- Linked accounts can access the same encrypted credit card and bank account information, so payers only need to enter it once.

- Multiple first email notifications scheduled for the same day, are grouped into one email rather than sent separately, resulting in fewer notifications for payers.
- Upon receipt of the email notification, the payer can view or pay all bills together. This is particularly useful for customers with multiple properties.
- Payment receipts are always sent out individually.
- Editing an email or password changes it for all accounts in the linked group, however, changing an address, auto-pay or paperless setting is only for the accessed account.

Getting Help

Whom do I contact with questions about a bill?

If you are unable to find the information you need in your online payment history or open invoices, please call the City of Toppenish at (509) 865-2080.

I accidentally deleted my current email notification, what should I do?

If you are registered, you can login via your biller website and view the bill there, or you can call the City of Toppenish at (509) 865-2080 and ask them to resend the email notification.

What if this website is down or for some reason I am unable to use this site?

Please be aware that fees will not be waived if this website is inoperable for any reason or if data entry errors occur. If the website is inoperable, payments can be made in person (Monday thru Thursday 7:30 AM o 6:00 PM), mail, drop-box at City Hall, 21 West 1st Avenue.

If I have additional questions or I am having trouble registering, whom should I call?

The City of Toppenish's office at (509) 865-2080 can answer most questions, but if the website is down or inoperable, please call Invoice Cloud customer service at (781) 848-3733.

Security

Is my information secure?

Invoice Cloud uses the highest standards in Internet security. Account information displayed within the customer and the City of Toppenish's portal is truncated to protect confidential data. Any information retained is not shared with third parties.

Are my credit card and checking account information safe when I pay online?

Absolutely. Invoice Cloud will safely store all of your financial information using Payment Card Industry (PCI) Compliant systems. This includes truncating (abbreviating) account numbers so that even the City of Toppenish does not see your complete account information.

What is PCI Compliance and why is it so important?

PCI stands for Payment Card Industry, and compliance with the industry standards is a requirement for those that accept the major credit cards and for software providers who have applications, which involve the transmission and/or storage of credit card information. If breaches are found on systems that are not PCI compliant, the major credit card companies have the ability to levy significant fines on the offending parties.

Who has access to my account?

You and the City of Toppenish's authorized staff. No one will have access to your financial information as all check routing numbers and credit card numbers are truncated, so you never have to worry about security. As a security precaution, we do not even show your full financial information back to you.