

Bill Pay Overview

Website View

Bill Pay

Paying your bill online is easy, simply enter the information below. To simplify the online payment process, all fields are required.

Billing Information

Please note: in order to process this payment, the address needs to exactly match the address on the billing statement for the credit card being used.

First Name

Last Name

Address

City

State

Zip Code

Phone

Email

Payment Information

Account # What's this?

Payment Amount

Credit Card Type

Credit Card Number

Expiration Date [Month] [Year]

Card ID Number What's this?

Submit Payment

Admin View

The screenshot shows the 'Bill Pay' page in the Admin View. At the top, there are navigation tabs for 'News', 'Site Preferences', and 'Site Modules', along with a 'View WebSite' button. The main content area is titled 'Bill Pay' and includes an 'Instance Manager Transaction' section. Below this, there are 'Start Date' and 'End Date' filters set to '09/24/2007' and '10/24/2007' respectively, with an 'Update' button. A table titled 'Transactions' lists payment details. The table has columns for 'Payment Date', 'First Name', 'Last Name', 'Email', 'Account #', 'Amount', 'TransactionId', and 'Processed'. One transaction is visible with a payment date of 10/22/2007, first name 'John', last name 'Doc', email 'JDoc@email.comnet', account number '0987654321', and amount '\$17.36'. The transaction ID is 'EB6B711E-D30F-4E35-8F4D-6E5AA5EA52D0'. There are 'Update Processed' buttons for each row.

Payment Date	First Name	Last Name	Email	Account #	Amount	TransactionId	Processed
10/22/2007	John	Doc	JDoc@email.comnet	0987654321	\$17.36	EB6B711E-D30F-4E35-8F4D-6E5AA5EA52D0	<input type="checkbox"/>

The screenshot shows the 'Edit Transaction' page in the Admin View. It features the same navigation tabs as the previous screenshot. The main content area is titled 'Edit Transaction' and contains a form with the following fields: 'First Name' (John), 'Last Name' (Doc), 'Address' (123 Street), 'City' (General Delivery), 'State' (NY), 'Zip Code' (12345), 'Phone' (123 456-7890), 'Email' (JDoc@email.comnet), 'Account #' (0987654321), 'Amount' (17.36), 'TransactionId' (EB6B711E-D30F-4E35-8F4D-6E5AA5EA52D0), 'Processed' (checkbox), and 'PaymentDate' (2007-10-22 00:00:00). An 'Edit' button is located at the bottom right of the form.

- Accessed through the Site Modules tab in the WebDirect Administration system, Bill Pay is a method for accepting and managing secure online transactions generated from a Website.
- Bill Pay is used in conjunction with the Payment module located under Site Preferences tab in the WebDirect Administration system.
- Credit card and payment information is sent securely to a payment gateway for processing, or may be processed offline.
- Receipts for payment transactions may be configured and issued automatically by the Bill Pay module.
- Transaction information is stored and managed through the Bill Pay system and may be filtered by date range to keep results easily manageable.

Payment Module– Add New Payment Type

The screenshot shows a web-based configuration interface for the Payment Module. At the top, there is a navigation bar with tabs for 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. On the left side, there is a vertical menu with icons and labels for 'Users', 'Groups', 'Elements', 'Layout', 'Navigation', and 'Payment'. The 'Payment' option is highlighted with an orange border. Below the menu, the text 'Payment Selection' is visible. The main content area is titled 'Payment' and contains a section for 'New Payment Information:'. This section includes a text input field for 'Payment Name' and a dropdown menu for 'Payment Gateway'. The dropdown menu is open, showing a list of gateway options: 'AuthNet', 'BluePay', 'BluePay 2.0', 'Nova', 'Offline', and 'PayFlowPro'. At the bottom of the form, there is a button labeled 'Add New Payment Method'. In the top right corner of the main content area, there are two circular icons: a question mark and an information icon.

- The Payment module must be configured prior to setting up Bill Pay module options.
- Enter a Payment Name for future identification of the Payment Gateway.
- Select a payment gateway, or processor, from the drop-down menu to authorize the Payment Type for use on the Website.

Payment Module – Payment Gateway/Processor Selection

The screenshot displays a web application interface for the Payment Module. At the top, there is a navigation bar with tabs for 'News', 'Site Preferences', 'Site Modules', and 'View WebSite'. On the left side, a vertical menu contains icons and labels for 'Users', 'Groups', 'Elements', 'Layout', 'Metadata', 'Navigation', 'Payment' (which is highlighted with an orange border), and 'ShortPath'. The main content area is titled 'Payment' and includes a 'Payment Selection:' section. This section features a label 'Added Payments' next to a drop-down menu currently set to 'Nova'. The drop-down menu is open, showing 'Nova' and 'Offline' as options. Below the drop-down menu is a 'Choose Payment' button. Further down is an 'Add Another Payment' button. In the top right corner of the main content area, there are two circular icons: a question mark and an information icon.

- Select your online payment processor from the drop-down list, or choose to process orders offline.
- Offline payment information will be gathered by the system for processing offline. Although all submitted credit card information is secure, the information is not sent to a Payment Processor and must be processed using an alternate method.

Bill Pay Module - Edit Instance

Instances

Edit Instance

Payment Options

Minimum Payment (\$): optional (leave blank if you do not wish to specify a minimum payment)

Maximum Payment (\$): optional (leave blank if you do not wish to specify a maximum payment)

Payment Processor: (only applies if using Credit Card Pay Method)

Credit Cards Types:

Visa

Mastercard

American Express

Discover

Receipt Options

Receipt Email From:

Receipt Email To (Optional):

Receipt Email Subject:

Receipt Email Content:

Custom Thank You Page:

Options

Use SSL: Yes , No

Default Date Range: (Days)

Account # Example Page:

Stylization Options:

- Bill Pay allows Website Visitors to pay their bills securely online, while creating a manageable Administrative record for transactions.
- Once configured, access to Bill Pay for Website Visitors is provided by a link, which may be inserted into site content or navigation.

Bill Pay Module - Edit Instance – Payment Options

Payment Options

Minimum Payment (\$): optional (leave blank if you do not wish to specify a minimum payment)

Maximum Payment (\$): optional (leave blank if you do not wish to specify a maximum payment)

Payment Processor: (only applies if using Credit Card Pay Method)

▼

- Nova
- Offline

Credit Cards Types:

- Visa
- Mastercard
- American Express
- Discover

- Specify payment option parameters for accepting online payments.
 - Minimum Payment
 - Maximum Payment
 - Payment Processor
 - The Payment Processors are set-up through the Payment module in Site Preferences (see Pages 1 & 2)
 - Credit Card Types
 - Check the box to the left of a credit card type to accept the credit card for online payments

Bill Pay Module - Edit Instance – Receipt Options

Receipt Options

Receipt Email From:

Receipt Email To (Optional):

Receipt Email Subject:

Receipt Email Content:

Thank you for your online payment, we will begin processing it shortly.

Please make a note of your transaction number

Custom Thank You Page: [https](#)

- The Bill Pay module is capable of issuing an email receipt for payments accepted through a Website. The payment receipt may be customized to suit individual needs.
 - Receipt Email From
 - The email address issuing the receipt to the Consumer.
 - Receipt Email To (Optional): Designate an email address to receive a copy of the receipt.
 - This is often the email address of the processing department for online payments.
 - Receipt Email Subject: The email subject line that will be seen by Consumers when they receive their receipt via email.
 - Custom Thank You Page: Select a page from the Web Direct modules to direct Consumers to once they have completed their online transaction.

Bill Pay Module - Edit Instance - Options

Options

Use SSL: Yes , No

Default Date Range: (Days)

Account # Example Page:

Select Object:
+ Asset Manager
- Page Builder
• Pay Bill Online - Sample Invoice

- Additional settings are available for Bill Pay
 - Use SSL: Required for secure transactions
 - Default Date Range: When viewing transactions, the list will automatically display the transactions performed within the last 30-days.
 - This may be overridden by the Admin User through the filters available in Bill Pay – Transaction.
 - Account # Example Page: When viewed on the Website, a link appears to the right of the Account # field, “What’s This”.
 - The pop-up page behind the “What’s This” link is the Page Builder page, “Pay Bill Online – Sample Invoice”.

Bill Pay on a Website

Bill Pay

Paying your bill online is easy, simply enter the information below. To simplify the online payment process, all fields are required.

Billing Information

Please note: in order to process this payment, the address needs to exactly match the address on the billing statement for the credit card being used.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Payment Information

Account #	<input type="text"/>	What's this?
Payment Amount	<input type="text"/>	
Credit Card Type	<input type="text"/>	<input type="button" value="v"/>
Credit Card Number	<input type="text"/>	
Expiration Date	<input type="text" value="[Month]"/>	<input type="text" value="[Year]"/>
Card ID Number	<input type="text"/>	What's this?

- A form is generated by the Bill Pay module, which is made available to Site Visitors.
- Information submitted through the Bill Pay form is secure and may be proceed online or offline.
- Submitted transaction information is gathered in the Bill Pay module under Transaction, and may also be sent to a specified email address as a receipt.

Bill Pay Module - Transactions

Start Date: 09/24/2007 End Date: 10/24/2007 Update

Transactions

Payment Date	First Name	Last Name	Email	Account #	Amount	TransactionId	Processed
10/22/2007	John	Doc	Jdoc@email.comnet	0987654321	\$17.36	EB6B711E-D30F-4E35-8F4D-6E5AA5EA52D0	<input type="checkbox"/>

- Due to the settings in Bill Pay Instance Manager, by default the transactions performed in the last 30-days will be displayed.
- To specify a date range other than the default 30-day time period, select a time period to view transactions in the top Start and End Date fields. Click Update to view the transactions for that time period.
- Transactions appear in the table with Payment Date, First Name, Last Name, Email, Account #, Amount, Transaction ID, and Process status.
- A check mark in the Processed column indicates the transaction has been fully processed for payment and completed.
- Select the edit icon to the left of a transaction to open the transaction for editing.

Bill Pay Module – Edit Transaction

News Site Preferences Site Modules View WebSite

Bill Pay

Instance Manager
Transaction

Edit Transaction

First Name	John
Last Name	Doc
Address	123 Street
City	General Delivery
State	NY
Zip Code	12345
Phone	123 456-7890
Email	JDoc@email.comnet
Account #	0987654321
Amount	17.36
TransactionId	EB6B711E-D30F-4E35-8F4D-6E5AA5EA52D0
Processed	<input type="checkbox"/>
PaymentDate	2007-10-22 00:00:00.0

Edit

- From the Edit Transaction screen, a payment may be edited and/or marked as processed
- Details about the payment are visible,
- The payment amount, transaction ID # and Payment Date may be viewed but are not editable.