

How do I make a payment in MyWESTLINCOLN?

Below are step-by-step instructions for how to make a credit card payment in your MyWESTLINCOLN account. There is a 1.75% service charge to process credit card payments that is charged by our third-party processor. The Township does not keep this fee. For all other available payment methods, refer to our [tax](#) and [water](#) payment pages.

Example pictures have been provided to help guide you through the process and make it as easy as possible.

1. Find the account that you wish to pay. If there is an outstanding balance on the account, an amount will appear in the balance field.
2. If you wish to pay your balance in full and it is \$1,000 or less, click the **Pay** button and it will bring you directly to the payment processing page.
3. If you wish to pay less than your full balance (partial payment) or if the balance you wish to pay exceeds \$1,000, follow these steps:
 - a. Click the balance for which you wish to make a payment.

XXXXXXX.XX
Utility Account

Address
123 EXAMPLE ST

Balance
\$17.80 Pay

- b. You will be taken to a page where you can specify the amount you wish to pay towards each of your accounts, which may differ from the account balance amount. Enter the amount(s) for each account in the **Payment Amount** field(s). The maximum payment amount in a single transaction is \$1,000.

Pay By: Credit Card

Account Number XXXXXXXX.XX Utility Account	<input checked="" type="checkbox"/> \$17.80
	Payment Amount <input type="text" value="5.00"/>
Total:	\$ 5.00

Return To Main Menu Pay

- c. Remember to click the check box above the account that you wish to make a payment towards. The total will be updated to reflect the total amount of your payment you are making towards your Township account(s).
4. No matter which way you process your payment as described in steps 2 or 3, once you select the **Pay** button, you will be directed to our third-party payment processing site.
 5. On the **Enter Account Information** page, enter your email address to which you wish to have your receipt sent. This email does not have to match the email on your account. If there is pre-populated information, please leave it as is. Click the **Continue** button.

 **Enter Account Information**

 Please enter the e-mail address

Payment Type

 Water Account

Please enter your water bill Account Number, without the period.

Account Number:
XXXXXXX.XX

Email 
Enter email address

Re-Enter email
Re-enter email address

Continue

6. Next, you will input your information on the **Enter Payment Information** page. The black circled fields as shown below are mandatory. The red circled field will let you pick which payment method you want to use and then you can enter your credit card details.

 **Enter Payment Information**

All fields are required unless labeled as optional.

First Name

Middle Name

Optional

Last Name

Daytime Phone Number

Pay this Amount \$ 5.00

Payment Method

  Credit Card

Card Number CVV 

Expiration Date
MM YYYY

Card Holder Name

7. On the **Confirm Payment** screen, you will verify your payment details. You will also see the third-party service charge amount that will be included in your payment. Click off the box to authorize payment, as shown in the red circled field below. Select the **Pay** button to process payment.

 Confirm Payment

Payment Method  *****4448

Payment Date Now (06/27/2022)

Payment Amount \$5.00	+	Paymentus Fee \$0.09	=	Total Amount \$5.09
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[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.

Click the **PAY** button to complete your payment.

< Back **Pay \$5.09** Cancel

- You will receive a receipt on-screen verifying your payment details and you will also be emailed a receipt shortly afterwards.
- If you wish to make another payment (for example, your intended payment exceeds the \$1,000 maximum), you can return to your Account Listing page, and repeat the above steps to process the remaining payment.

Note, if you are making multiple payments with the same account and amounts, you may receive a warning notification indicating 'duplicate payment'. Please ensure that you are not making an unintended duplicate payment on your account. If you are intentionally making another similar payment towards your account, you can ignore the notification and click the **Continue** button.

 Duplicate Payment Alert!

 Duplicate payment

Our system shows that you have submitted a similar payment recently.
Do you want to proceed with the current payment?

< Back **Continue** Cancel