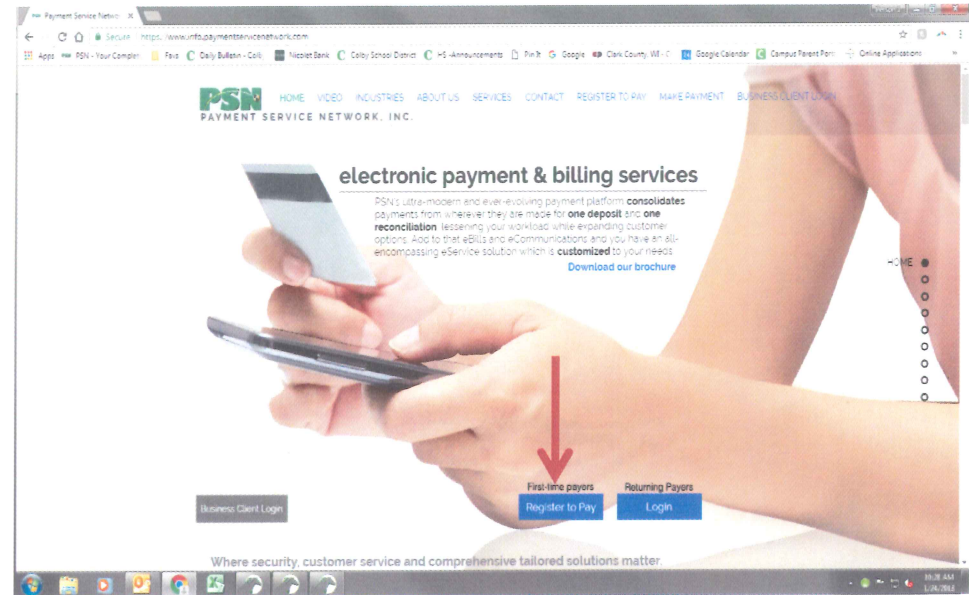
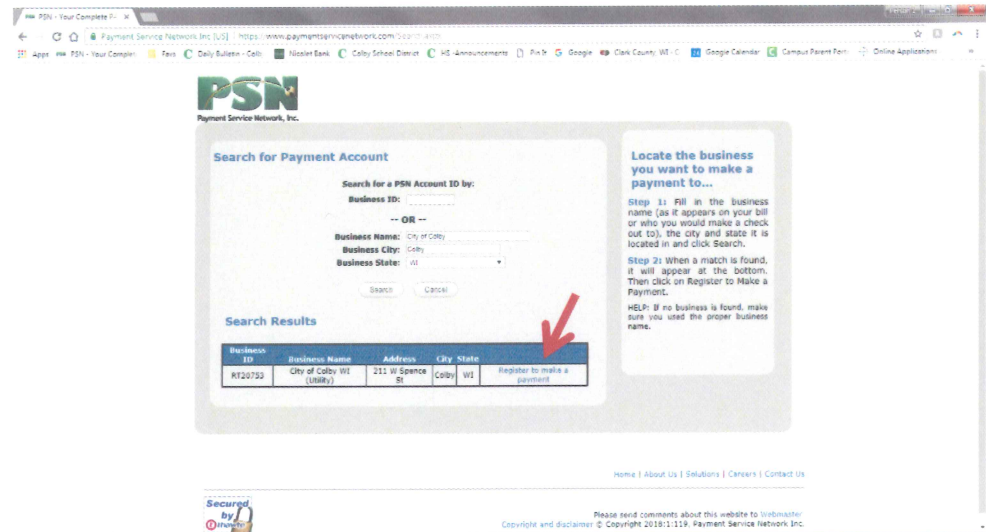


- Go to www.paymentservicenetwork.com
For first time payers please click on the:
'register to pay' button.



- You need to search for the City of Colby. Please fill in the 'Business Name', 'Business City' and 'Business State' as follows:
Business Name: City of Colby
Business City: Colby
Business State: WI

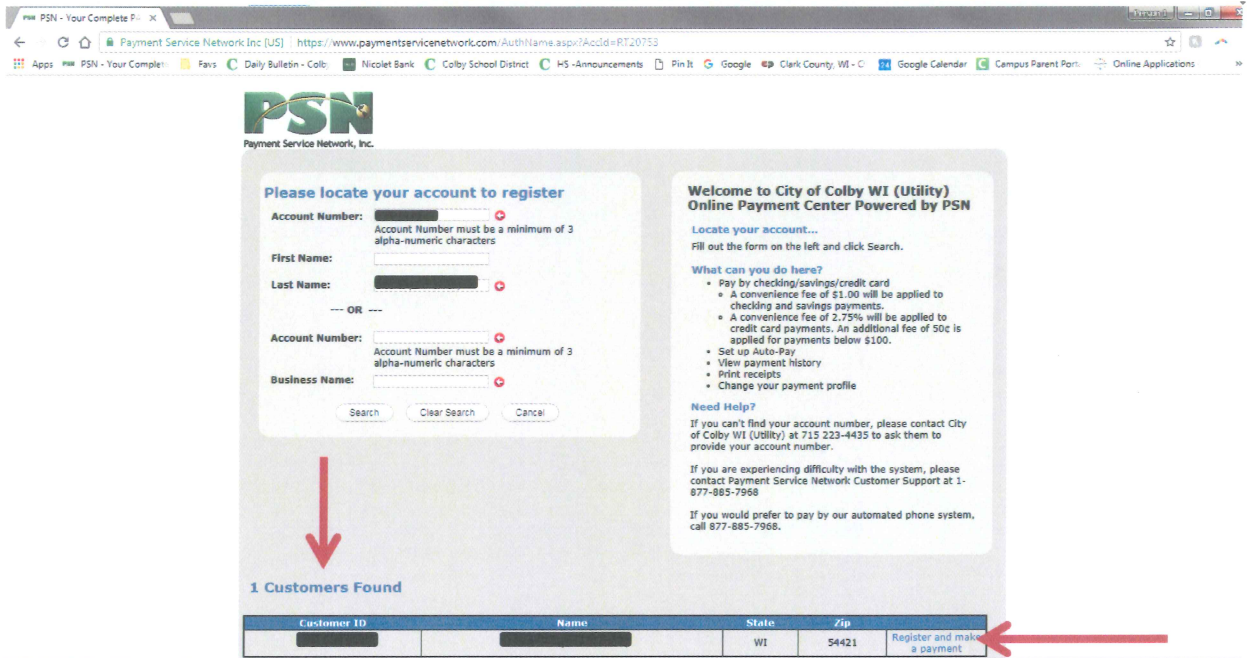
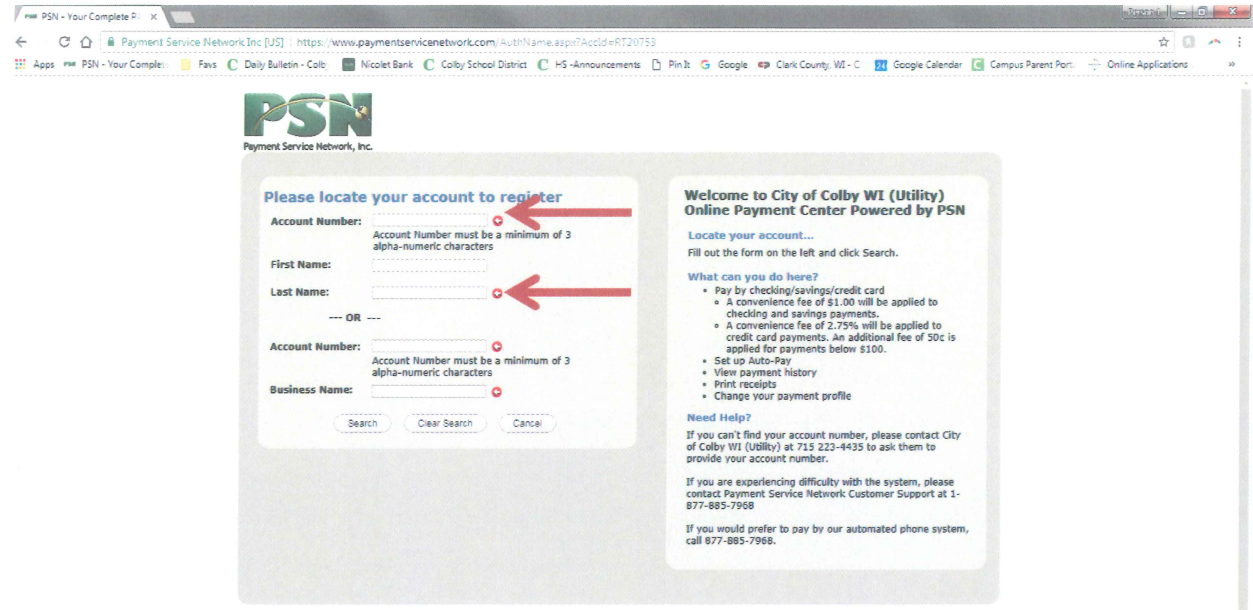
The search results will bring up the City of Colby.
Click on 'register to make a payment' to continue.



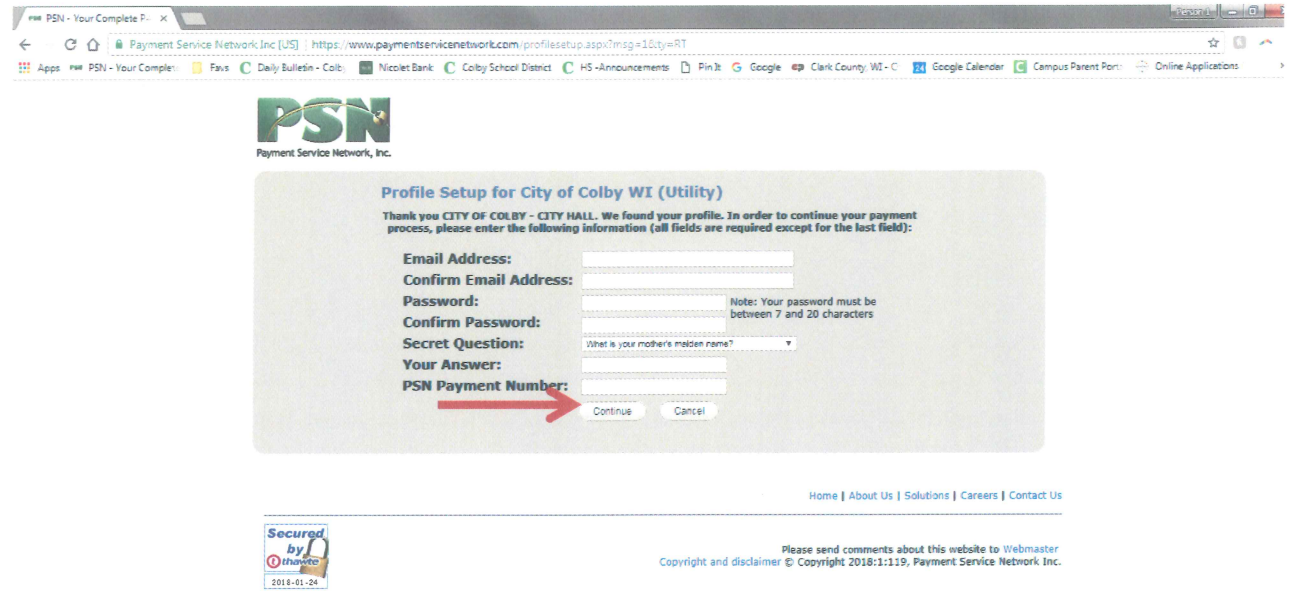
3. You need to search for your utility account. You will need your utility bill to do this step. Please locate your account number it is a nine digit number in this format:

xxx-xxxx-xx. Enter that nine digit number as shown on your bill in the 'Account Number'. Next you need to enter in your 'last name' from your water bill. **Please note if you are a renter your 'last name' is going to be your landlord's name with your last name in parentheses, (please enter it as shown on the first line of your water bill under the account number).

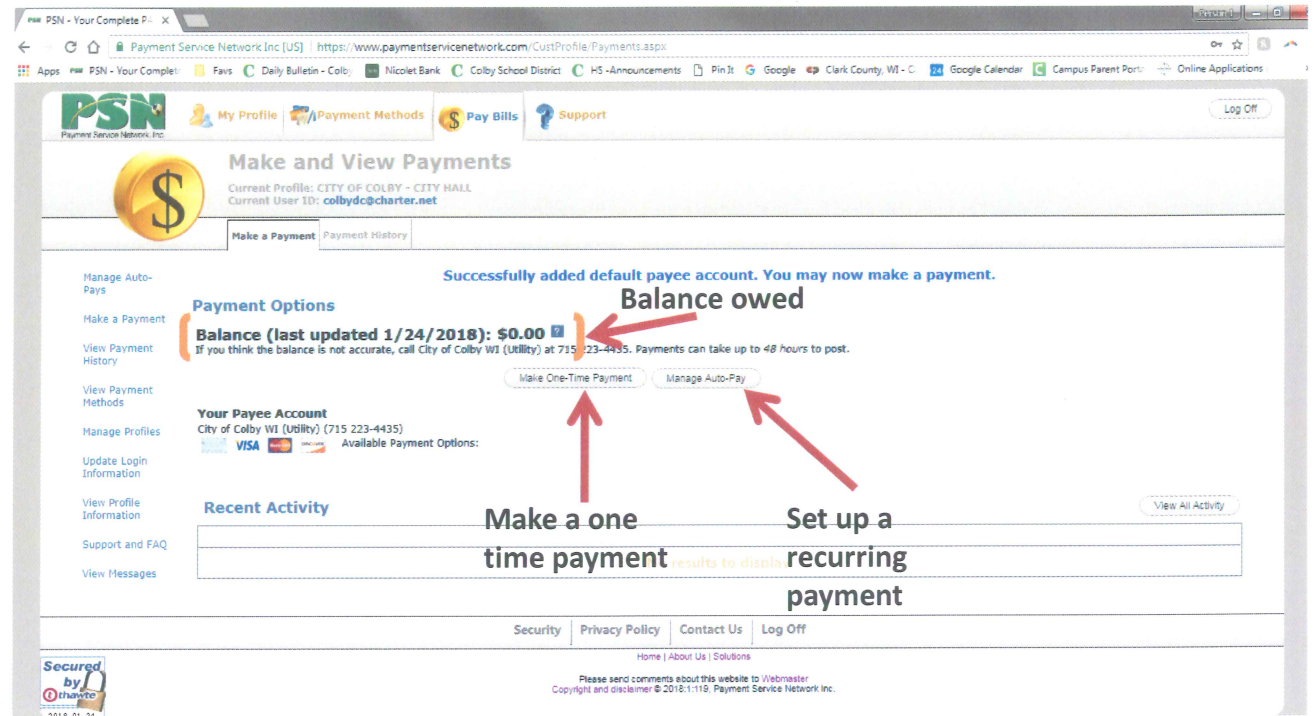
4. If you enter your information correctly it will display your account towards the bottom of the screen. To continue you will need to click on the button, 'Register and make a payment'



5. Please fill in all fields on this page EXCEPT for the last field and hit continue.



6. Your account is now successfully set up. On this screen you can see the balance currently owed on your account. You also can manage your account from the menu on the left hand side. To make a payment, choose what type of payment you are making: a one-time payment or set up a recurring payment. Click on the appropriate button, either the 'Make One-Time Payment' button or to set up a recurring payment choose the 'Manage Auto Pay' button.



7. On this screen you will set up a payment method that can be saved and used for future payments. Fill in the information to set up the payment method. Once you have the payment method successfully set up, you will be able to make a payment.

The screenshot shows the PSN Payment Processing interface. The top navigation bar includes 'My Profile', 'Payment Methods', 'Pay Bills', and 'Support'. The main content area is titled 'Payment Processing' and shows the current profile as 'CITY OF COLBY - CITY HALL'. The 'Payment Information' section includes fields for 'Company Name', 'Customer Name', 'Customer ID', and 'Email'. The 'Payment Methods' section shows 'Available Methods: Please add a payment method below.' The 'New Payment Methods' section includes a 'Select Type' dropdown, 'Billing Name' (CITY OF COLBY - CITY HALL), 'Account Nickname', and a 'Save this banking information for future use' checkbox. A red arrow points to the 'Select Type' dropdown. The 'Payment Details' section includes a 'Description' dropdown (set to 'Utility Payment'), a 'Balance (as of 1/24/2018): \$0.00', a 'Payment' field, 'Convenience Fee: \$0.00', 'Total Charge: \$0.00', and a 'Payment Date' of 1/24/2018. A red arrow points to the 'Description' dropdown. The bottom of the page includes a 'Secured by Thawte' logo, a 'Please send comments about this website to Webmaster' notice, and a copyright notice for 2018.

Set up payment info here, once successfully done continue to the section below and make your payment.

After setting up your payment method, make your payment here. You will need to enter the amount you are paying and it will let you know what amount it will charge you to make the payment online.

8. This is the final step. Review your payment info for accuracy and if everything looks ok hit the 'Submit Payment' button at the bottom of the screen. You should get a confirmation screen after submitting payment.

PSN - Your Complete Payment

Payment Service Network Inc [US] | https://www.paymentservicenetwork.com/CustProfile/MultiPaymentVerification.aspx?

Final Step: Review and then hit submit to finalize your payment

Payee Information

Business Name: City of Colby WI (Utility)*

Payer Information

Payment From: [REDACTED]
Email Address: [REDACTED]
Payment Description: [REDACTED]

Payment Information

Customer ID: [REDACTED]
Account Name: [REDACTED]
Address: [REDACTED]
Description: [REDACTED]

Payment Date: 1/24/2018
Payment: \$10.00
Convenience Fee: \$1.00
Total Charge: \$11.00
Payment Type: [REDACTED]
Billing Name: [REDACTED]
Bank Name: [REDACTED]
Routing Number: [REDACTED]
Account Number: [REDACTED]

Change

Checks are accepted under these conditions

When you pay by check and if your check is dishonored or returned for any reason, you expressly authorize this merchant to electronically debit your account for the amount of the check plus an \$35.00 NSF fee and any other recovery fees allowed by the State of your checking account and any applicable sales tax. The use of a check for payment and agreement to these terms is herein agreed by selecting the box below and click [Submit] to complete your payment process. Your acknowledgment and acceptance of this policy and its terms are hereby legally binding when processed.

Check box to accept the terms and conditions that apply

Submit Payment Cancel