

PayPort Online Walkthrough

The online service is located at <https://www.informe.org/payportonline> and this URL can be inserted into any municipal website.

User Interface

Customers will select their municipality from a drop down menu.

The screenshot shows the top navigation bar with the Maine.gov logo and the text "Official website of the State of Maine". Below this is a dark header with the text "Property Tax and Utility Payments". A message reads: "Please select the city or town you would like to make a payment to." Below this is a "City/Town Selection" section with a note: "If the city or town you are looking for is not listed, please [let us know](#). *Required fields." A dropdown menu is shown with "City of Gardiner" selected. At the bottom of the page, there are links for "Credits", "Information", and "Transaction Security". The "Information" link has sub-links for "System Status", "Maine.gov", and "Site Policies". The "Transaction Security" link has a sub-link for "Maine.gov". Copyright information for 2011 is also present.

Upon advancing to the next screen, the customer will be presented with disclaimer sections that outline payments, which may not be accepted through the service. The digital signature checkbox provided at the bottom of the page confirms that the customer has read and agreed to the terms.

Property Taxes (Please Read)

There are some cases where individuals are **not eligible** to use the online tax payment service. Please review and verify that your property tax account does not have any of the following exceptions on it before using this service. Failure to do so may result in legal action in certain cases.

- Accounts with a prior tax year delinquency are ineligible. Please contact your town office for more information.
- Accounts that are in dispute or protest are ineligible. Please contact your town office for more information.
- Accounts with a lien or foreclosure may not use this service. Please contact your town office for more information.

Utility Payments (Please Read)

- If there are any past due balances on the account you are paying, then the payment you make will be applied to the oldest amount of interest, fees and principal outstanding, in that order, in accordance with Maine State Law.
- Please supply account and bill number identifiers in the Account Number and Payment Information fields so that your municipal office will easily be able to reconcile your payment.

*Required fields.

I have read the disclaimer and exceptions and verify that my payment is eligible.*

DOVER AND FOXCROFT WATER DISTRICT
48 Morton Avenue, Suite B
DOVER FOXCROFT, ME 04426
Phone: 207-564-2310 Fax: 207-564-3175

WATER BILL

CUSTOMER NAME
CUSTOMER ADDRESS
DOVER-FOXCROFT, ME 04426

Billing Date: 02/15/18

=====
Property Address: 1150 ANY STREET
Account/Service #: 000038/000029

Water Usage for 11/01/17 through 01/31/18	Current bill: \$	83.42
Present reading: NO	Other charge:	35.00
Previous Reading: READING	Tax:	
Cu.Ft. Usage:	Prev.Bal:	
	Total Due: \$	118.42

DUE 30 DAYS FROM INVOICE DATE
.968% INTEREST STARTS 3/19/18
OFFICE HOURS 7:30-4:00 MON-FRI
USE GYM ENTRANCE ON TUESDAYS

For updates, tips, forms, and to sign up for alerts visit our
webpage: doverfoxcroftwater.myruralwater.com

=====
Return this portion with payment to address above

CUSTOMER NAME
CUSTOMER ADDRESS
DOVER-FOXCROFT, ME 04426

Current bill: \$	83.42
Other charge:	35.00
Tax:	
Prv.Bal:	
Total Due: \$	118.42

Service Address

1150 ANY STREET
Account/Service #: 000038/000029

Account Number: You do not need to include the
leading zeros when entering you account number.

On the next screen, the customer will select what type of payment they are submitting, from the drop down menu.

Participating municipalities have the option to offer property tax payments, utility payments, or both.

NOTE: Each payment type can set to batch and deposit separately, which gives the municipality the option to receive 1 daily deposit for Utility payments and 1 daily deposit for Tax Payments.

Property Tax and Utility Payments

Account Information

Please enter the following information below. *Required fields.

Payment Type
Utility Payment

Account Number*
(Contact town for account number)

Map/Lot Number/Payment Information

Street Address 1*
(Physical location of property)

Street Address 2
(Physical location of property)

ZIP Code*
(Physical location of property)

Payment Amount*
(Example 123.45)

Continue Cancel

Service Steps

- ✓ Disclaimer
- ✓ Account Information
- Review
- Payment Information
- Confirmation

Questions about this service? Please contact the City of Gardiner at: (207) 582-4460 or clerk@gardinermaine.com

After selecting their payment type the customer will input key fields of account/invoice information as well as the payment amount they would like to submit.

The customer is given the chance to review/edit the payment information and a summary of the charges which shows the total Maine.gov price.

Property Tax and Utility Payments

Account Information

Account Number: 12345
Map/Lot Number/Payment Information: 11
Address: 12 heather lane, Gardiner, ME 04280
Payment Amount: \$100.00

[Edit Information](#)

Service Steps

- Disclaimer
- Account Information
- Review
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Payment Amount

Please review the payment summary below and click the "Pay Now" button to continue.

Payment Amount: \$100.00

Pay Now through Maine.gov: \$102.50

\$100.00 will be remitted to the municipality

The remainder funds the operation of this online service and other Maine.gov online services like this one.

[\(More about Maine.gov Total Cost\)](#)

Questions about this service? Please contact the City of Gardiner at: (207) 582-4460 or clerk@gardinermaine.com

When the customer chooses the "pay now" button, they will be asked to supply the credit/debit card information as well as the billing contact information.

Total Amount Due: \$102.50

Credit/Debit Card Information
*Required fields.

Credit/Debit Card Number*
4112000000000000

Expiration Date*
January 2014

CVV Number*
(3 digit number on back of Visa/Mastercard or 4 digit number on front of American Express card)
123

Cardholder Name*
Test User

Billing Information

First Name*
Test

Last Name*
User

Billing Street Address 1*
12 Heather Lane

Billing Street Address 2

Billing City/Town*
Gardiner

Billing State/Province*
Maine

Billing ZIP/Postal Code*
04280

Phone Number*
2076212600

Email Address*
(For payment confirmation)
test@informe.org

NOTE: Phone number and email address are both required, so that the municipality has a way to contact the customer if there are any questions about how to apply the payment.

A confirmation page displays the total charge to the card as well as information regarding the review process and possible refunds if the municipality rejects the payment.

PayPort Online Payment Service

Confirmation

Thank you for your purchase. Your confirmation number is: **3036678**. Your order was billed to credit card number: *******3175**. The description on your credit card statement for this order will be: **InforME**. A confirmation has been sent to the email address provided. Please print this page for your records. Below are the details of your order.

Account Number:1
Map/Lot Number/Payment Information:1
Address: 12 heather lane, InforME, ME 04280
Payment Amount: \$1.00
Paid through Maine.gov: \$2.00

\$1.00 will be remitted to your municipality.

The remainder funds the operation of this online service and other Maine.gov online services like this one.
([More about Maine.gov Total Cost](#))

The payment you have submitted will need to be approved by your town/city before it is applied toward your bill. In the event that your payment is not approved your card will be refunded.

If you have any questions about your order, contact 621-2600

[Make Another Payment](#)

NOTE: The customer will automatically receive an emailed copy of the receipt and an automatic email if the payment is rejected and their card has been refunded.

Receipt Example

Receipt Payment

Thank you for making your payment to the **InforME** through the Maine PayPort service. Your payment has been successfully processed and the details of your transaction(s) are provided below.

Payment Confirmation

- Order ID Number: 3036678
- Transaction Date: 2013-04-03 10:00:36.426233
- Name on Credit Card: Dustin Biggs
- Card Number: **** * 3175

Order Details

- Account Number: 1
- Map/Lot Number/Payment Information: 1
- Address: 12 heather lane, InforME, ME 04280
- Payment Amount: \$2.00

SubTotal: \$1.00

Your account has been charged the following amount: **\$2.00**

The payment you have submitted will need to be approved by your town/city before it is applied toward your bill. In the event that your payment is not approved your card will be refunded.

The disclosure statement has been read and the customer agreed to proceed.

By choosing to use a credit card as a form of payment, you are doing business with InforME/Maine Information Network, a third party vendor to the municipality. The designated portion of your payment will be remitted to the municipality on your behalf and the remaining balance contributes to fund the operation of this and other Maine.gov online services. Conducting business through Maine PayPort is voluntary and the final cost may be higher than using other forms of payment.

Questions or refunds? Contact Bill Conklin at 6212600 bill@informe.org

PayPort is a service of InforME