### **Payer Guide**

## The Village of Arlington **Online Payments**

## ABOUT

The Village of Arlington has partnered with Paystar to offer its members an online payment option using their debit or credit card.

Payers can quickly find their utility account and balance due with just a few pieces of information from their bill. You can simply submit a payment or create an account to access additional features.

To get started, visit our website at:

www.villageofarlington.com

## HOW TO CREATE ACCOUNT

#### Step 1:

Visit our website and locate the online payment option.

#### Step 2:

Enter your ACCOUNT # to look up your account. Select CREATE ACCOUNT and enter your contact information. Select CREATE ACCOUNT.

#### Step 3:

Log in to your email account and locate the email from Paystar to complete registration. Click FINISH ACCOUNT REGISTRATION and create a password.

#### Step 4:

You are now logged in to your customer portal. From here you can explore all of the features available such as view current balance, make payments, sign up for notifications, and save payment methods for faster payment next time.

# **Online Wallet Debit/Credit Card Quick Pay Email Reminders**



Utility Account # 0012345678

Total:

41\*\*\*\*\*\*\*\*\*\*\*\*1111

Pay Now

VISA

\$37.89



**View Bills**