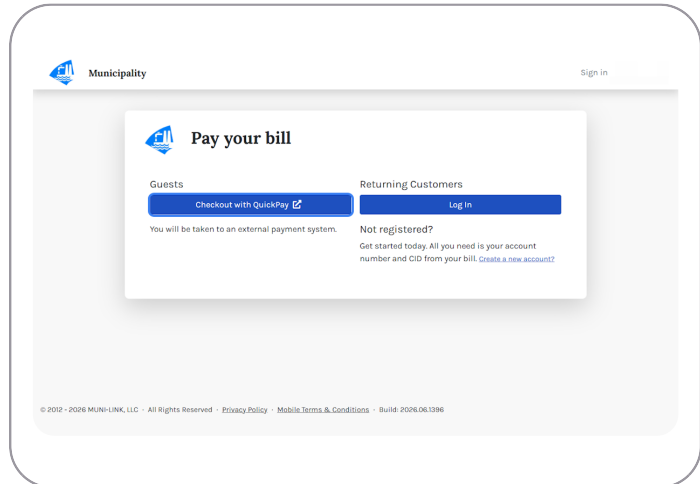


1

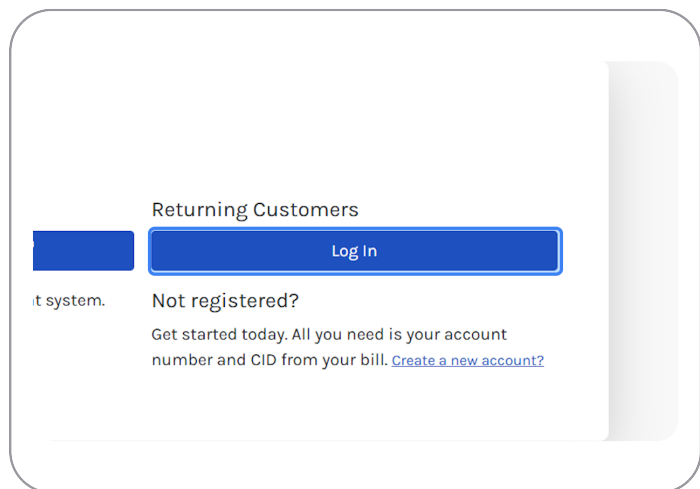
Visit the Payment Link via the Authority's Website



2

Click on Log In

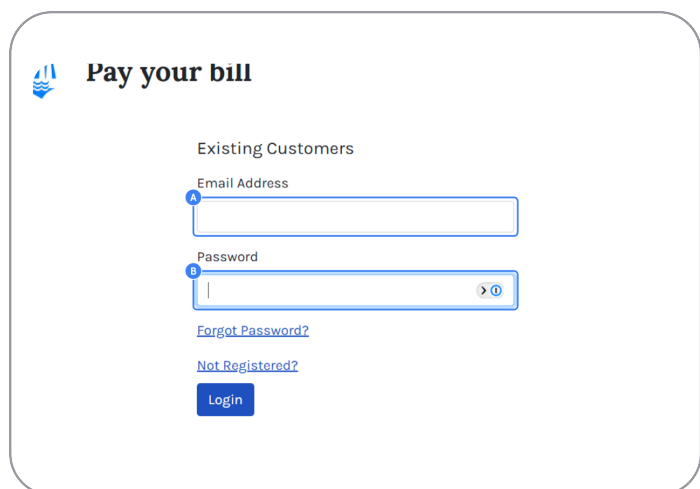
Start the Log In flow so the customer can log in to the Authority Pay portal to make payments, sign up for autopay, and access additional features.



3

A. Click on Email Address
B. Click on password field

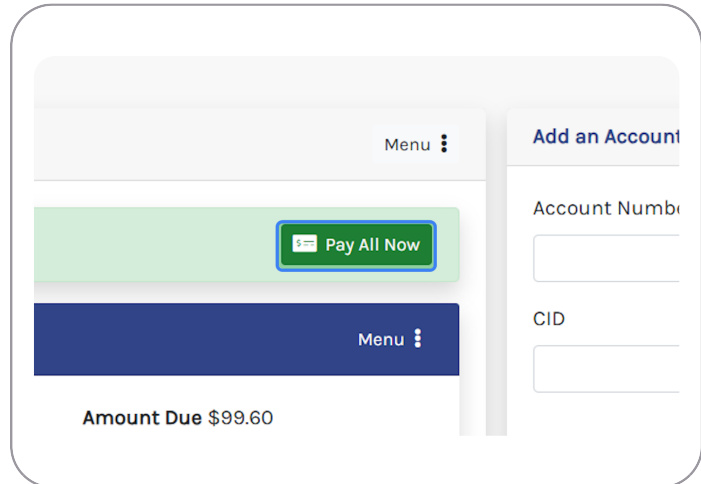
Enter email address and password to access the user account.



4

Click on Pay All Now

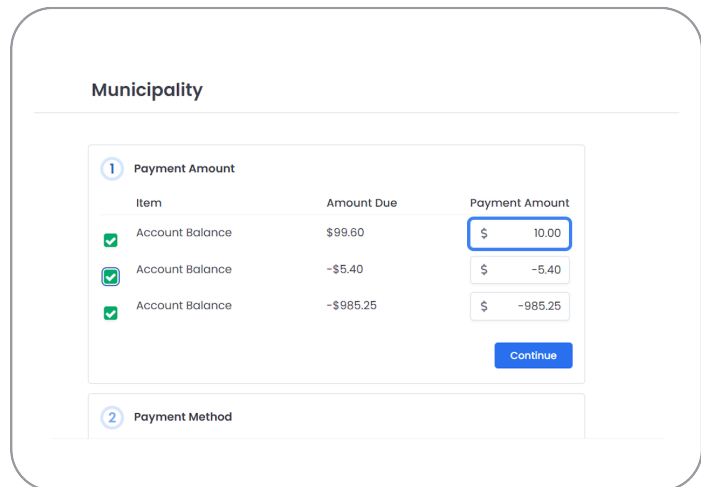
Choose Pay All Now to pay multiple linked accounts at once in the embedded PayStar experience.



5

Select which accounts to pay and click continue.

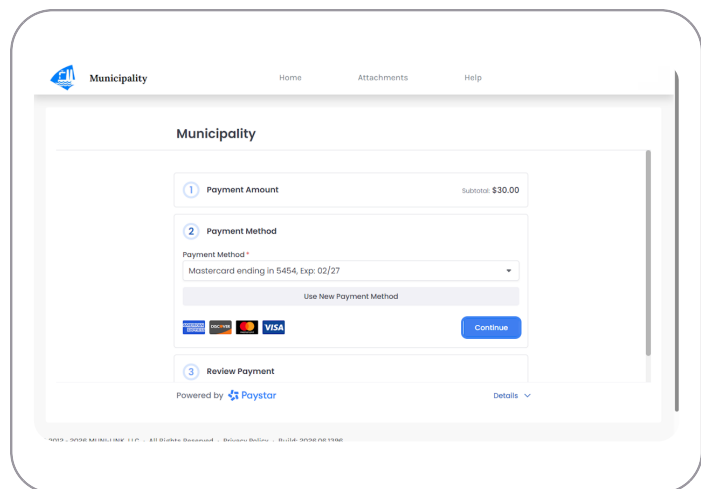
Check or Uncheck Accounts you want to submit for payment. By default, the Payment Amount is prefilled with the balance on the account. You can choose to edit those amounts.



6

Select Payment Source

Select an existing payment source or add a new one for this payment. Continue to the final review after choosing a payment source.



7

Click on Submit Payment

Submit the payment after reviewing the payment information.

54XXXXXXXXXX5454
\$30.00
\$2.75
\$32.75

OF USE and authorize Paystar to process this payment, along with the which will also be charged to the credit/debit card.
A and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Submit Payment

8

Click on Email Receipt

Email the receipt after the payment succeeds.

Payment Amount: \$30.00
Service Fee: \$2.75
Payment Date: 06/12/2026 10:53 am
Card Type: Mastercard

Payment Receipt
Print or email your payment receipt

Email

[Print Receipt](#) [Email Receipt](#)

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9

Click on Print Receipt

Print the receipt for the completed payment.

Payment Date: 06/12/2026 10:53 am
Card Type: Mastercard

Payment Receipt
Print or email your payment receipt

On its way!
We've emailed your receipt.

[Print Receipt](#)

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- 10
- To Pay One Account
- Locate the account and click view details.

Total Balance for All Accounts: \$99.60

Pay All Now

Account #6-0

Menu

Jessica Mae

130 Wren Ln

Bellwood, PA 16617

Amount Due \$99.60

Due Date N/A

Services Water, Sewer, Debt Reduction Fee

Bill Type Paperless eBill; Email

View Details

Pay Now

Account #12-0

Menu

Tim Bush

Amount Due \$-5.40

- 11
- Click on Make a Payment
- Start a one-time payment for the selected account.

\$99.60

Due Date

N/A

Make a Payment

Enroll in AutoPay

Account Name

Jessica Mae

Street Address

130 Wren Ln

Charges

Water

- 12
- Click on Continue
- Continue into the embedded payment portal to choose a payment source.

Due

Payment Amount

\$ 99.60

Continue

13

Click on Use New Payment Method

Choose to add a new payment method instead of using a saved one.

1 Payment Amount Subtotal: \$99.60

2 Payment Method

Payment Method *

Select a payment method

Use New Payment Method

American Express Discover Mastercard VISA

Continue

3 Review Payment

Powered by Paystar

Details

14

Enter Card Payment Information

Municipality

Home Attachments Help

< Back to Wallet

Payment Type

Credit / Debit eCheck

Card Details

Name on Card *

Bob Smith

Card Number *

5454 5454 5454 5454

Card Expiration *

02 / 27

CVV *

123

Powered by Paystar

15

OPTIONAL: Select Save this payment method for future use

Zip Code *

77777

☒ Save this payment method for future use

Powered by Paystar

16

OPTIONAL: Type Nickname

Enter a nickname to identify this saved payment method.

The screenshot shows a web form titled 'Municipality' with a navigation bar containing 'Home', 'Attachments', and 'Help'. The form includes fields for '02 / 27', '777', and a 'Nickname' field which is highlighted with a blue border and contains the text 'Test'. Below the nickname field is a 'Billing Details' section with a 'Zip Code *' field containing '77777'. At the bottom, there is a checkbox labeled 'Save this payment method for future use' which is checked, and a 'Continue' button. Payment method logos for American Express, Discover, Mastercard, and Visa are also visible.

17

Click on Continue

This screenshot shows the same payment form as the previous one, but the 'Continue' button is now highlighted with a blue border. Below the 'Continue' button is a 'Review Payment' section with a blue border and a '3' icon. The footer of the form includes 'Powered by Paystar' and a 'Details' link.

18

Click on Select a payment method

Open the list of saved payment methods in the wallet.

The screenshot shows a 'Payment Method' selection screen. It has a numbered list with '1 Payment Amount' and '2 Payment Method'. Under '2 Payment Method', there is a 'Payment Method *' label and a dropdown menu labeled 'Select a payment method' which is highlighted with a blue border. Below the dropdown is a button labeled 'Use New Payment Me'. At the bottom, there are logos for American Express, Discover, Mastercard, and Visa.

19

Click on Continue

The screenshot shows a web interface for a 'Municipality' payment. At the top, there's a navigation bar with 'Home', 'Attachments', and 'Help'. The main content area is titled 'Municipality' and contains three steps: 1. Payment Amount (Subtotal: \$99.60), 2. Payment Method (Payment Method: Mastercard ending in 5454, exp: 02/27), and 3. Review Payment. A 'Continue' button is visible next to the Payment Method section. The interface is powered by Paystar.

20

Click on Submit Payment

Submit the one-time payment using the selected saved payment method.

The screenshot shows a confirmation screen for submitting a payment. It states: 'ze Paystar to process this payment, along with the arged to the credit/debit card.' and 'vacy Policy and Terms of Service apply.' A large blue 'Submit Payment' button is centered on the screen. Below the button, there is a 'Details' link with a dropdown arrow.

21

Click on Email Receipt

Email the receipt for the one-time payment.

The screenshot shows a 'Payment Receipt' screen. It displays the following information: Payment Amount: \$99.60, Service Fee: \$2.75, Payment Date: 06/12/2026 10:55 am, Card Type: Mastercard. Below this information, there is a section titled 'Payment Receipt' with the text 'Print or email your payment receipt'. It includes an 'Email' input field and two buttons: 'Print Receipt' and 'Email Receipt'. The interface is powered by Paystar.

- 22
- Click on Print Receipt
- Print the receipt for the one-time payment.

