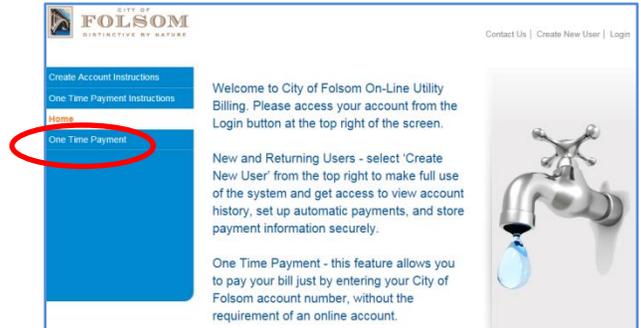


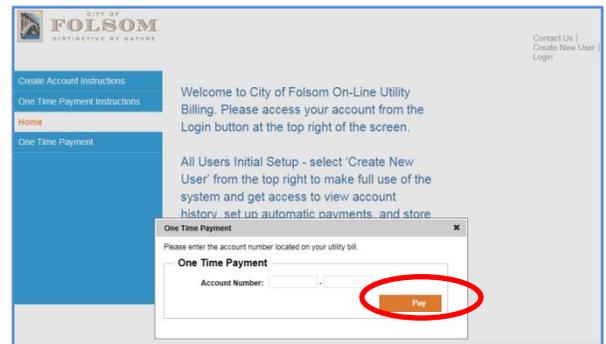
To make a one time payment:

1. Go directly to <https://billing.folsom.ca.us/Click2GovCX/index.html> , or from the homepage of the City website www.folsom.ca.us select the  logo under Popular Services, then click on [On-Line Billing](#), under Payment Options

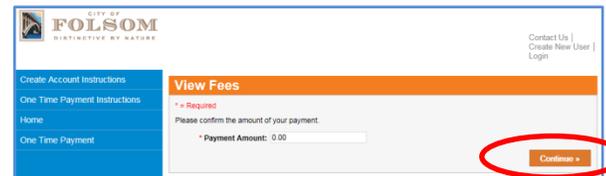
2. Select 'One Time Payment' from the menu on the left.



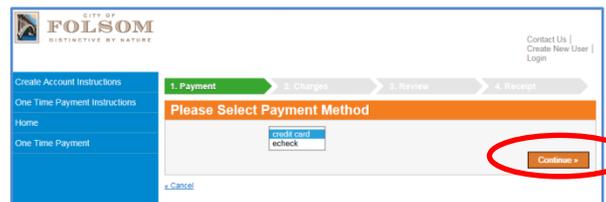
3. Enter account number (from your monthly bill)
... and click 'Pay'.



4. The payment amount will automatically fill with the current balance due.
Change if necessary, then click 'Continue'.



5. Select Payment Method – either credit card (Visa/Mastercard/Amex) or echeck, then click 'Continue'.



Instructions continue below for each method of payment.

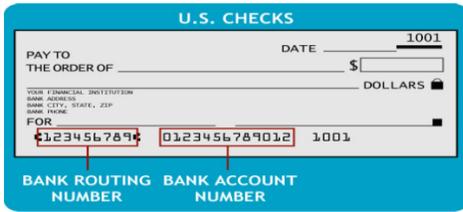
If you still need assistance, you may contact office staff:

Email: billingwebmail@folsom.ca.us

Phone: 916.355.7295

6 a. For payment by echeck:

i. Fill in checking account information.



When complete, click 'Continue'.

This screenshot shows the 'Payment Information' step of the online payment process. The page has a blue sidebar with navigation links: 'Create Account Instructions', 'One Time Payment Instructions', 'Home', and 'One Time Payment'. The main content area has a progress bar at the top with steps: '1. Payment' (highlighted), '2. Charges', '3. Review', and '4. Receipt'. Below the progress bar, there's a 'Payment Information' section with a red header. It includes a note: 'Please complete the fields below with your payment information. The account holder name and address must appear exactly as it does on your check.' There are several form fields: 'Account Holder Name' (First Name, Middle Initial, Last Name), 'Account Holder Address' (Address, City, State, ZIP Code), and 'Check Details' (Account Type, Routing Number, Account Number, Check Type, Company Name). At the bottom right, there are two buttons: 'Back' and 'Continue >', with the 'Continue >' button circled in red.

ii. Additional Charges – you have the option to make a donation to the Arts. The amount can be changed.

If Pay is left unchecked, no donation amount is applied.

Click 'Continue'.

This screenshot shows the 'Additional Charges' step. The progress bar at the top shows '1. Payment' and '2. Charges' (highlighted). The main content area has a red header 'Additional Charges'. Below it is a table with columns: 'Additional Charges', 'Description', 'Amount', and 'Pay?'. There is one row: 'Art Donations(\$0.25 - \$200.00)', 'Art Donations', '0.00', and an unchecked checkbox. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are three buttons: 'Back', 'Continue >', and 'Cancel', with the 'Continue >' button circled in red.

iii. Review Payment and Charge Information.

If correct, click 'Submit'.

This screenshot shows the 'Review Payment and Charge Information' step. The progress bar at the top shows '1. Payment', '2. Charges', and '3. Review' (highlighted). The main content area has a red header 'Review Payment and Charge Information'. It displays 'Bill To' information: 'Billing Name a.e', 'Billing Address 50.', and 'Total Amount Due \$1.00'. Below that is a table for 'Application Fees' with columns: 'Fee', 'Amount', and 'Total Application Fees'. There is one row: '000027505-000239358', '\$1.00', and '\$1.00'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are two buttons: 'Back' and 'Submit', with the 'Submit' button circled in red.

iv. Receipt: A summary of the transaction is displayed on screen. Transaction status should read 'Submitted For Processing'.

v. Click on 'Print Receipt' to get a paper copy of the receipt for your records.

vi. You have completed the process.

Thank you for your payment.

If you still need assistance, you may contact office staff:

Email: billingwebmail@folsom.ca.us

Phone: 916.355.7295

6 b. For payment by card:

- i. Fill in card information.

When complete, click 'Continue'.

CITY OF FOLSOM
DISTINCTIVE BY NATURE

Contact Us | Create New User | Login

1. Payment 2. Charges 3. Review 4. Receipt

Payment Information

* = Required

Please complete the fields below with your payment information. The cardholder name must appear exactly as it does on your credit card. Also, be sure to use the billing address of the credit card as it appears on your statement.

Card Details

* Card Number
* Expiration Date
* Card Security Code

Cardholder Name

* First Name
Middle Initial
* Last Name

Billing Address

* Address
* City
* State
* ZIP Code

< Back Continue >

- ii. Additional Charges – you have the option to make a donation to the Arts. The amount can be changed.

If Pay is left unchecked, no donation amount is applied.

Click 'Continue'.

CITY OF FOLSOM
DISTINCTIVE BY NATURE

Contact Us | Create New User | Login

1. Payment 2. Charges 3. Review 4. Receipt

Additional Charges

| Description | Amount | Pay? |
|----------------------------------|--------|--------------------------|
| Art Donations(\$0.25 - \$200.00) | 0.00 | <input type="checkbox"/> |

Showing 1 to 1 of 1 entries

< Back Continue >

- iii. Review Payment and Charge Information.

If correct, click Submit.

CITY OF FOLSOM
DISTINCTIVE BY NATURE

Contact Us | Create New User | Login

1. Payment 2. Charges 3. Review 4. Receipt

Review Payment and Charge Information

Bill To <C>

Billing Name <C>
Billing Address <C>
Total Amount Due \$1,000.00

Application Fees

| Fee | Amount |
|------------------------|--------|
| 000057505-000239358 | \$1.00 |
| Total Application Fees | \$1.00 |

Showing 1 to 1 of 1 entries

< Back Submit >

- iv. Receipt: A summary of the transaction is displayed on screen. Transaction status should read 'Success'.

- v. Click on 'Print Receipt' to get a paper copy of the receipt for your records.

- vi. You have completed the process.

Thank you for your payment.

If you still need assistance, you may contact office staff:

Email: billingwebmail@folsom.ca.us

Phone: 916.355.7295