



Online Payment System

Customer Guide

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Online Payment System Customer Guide

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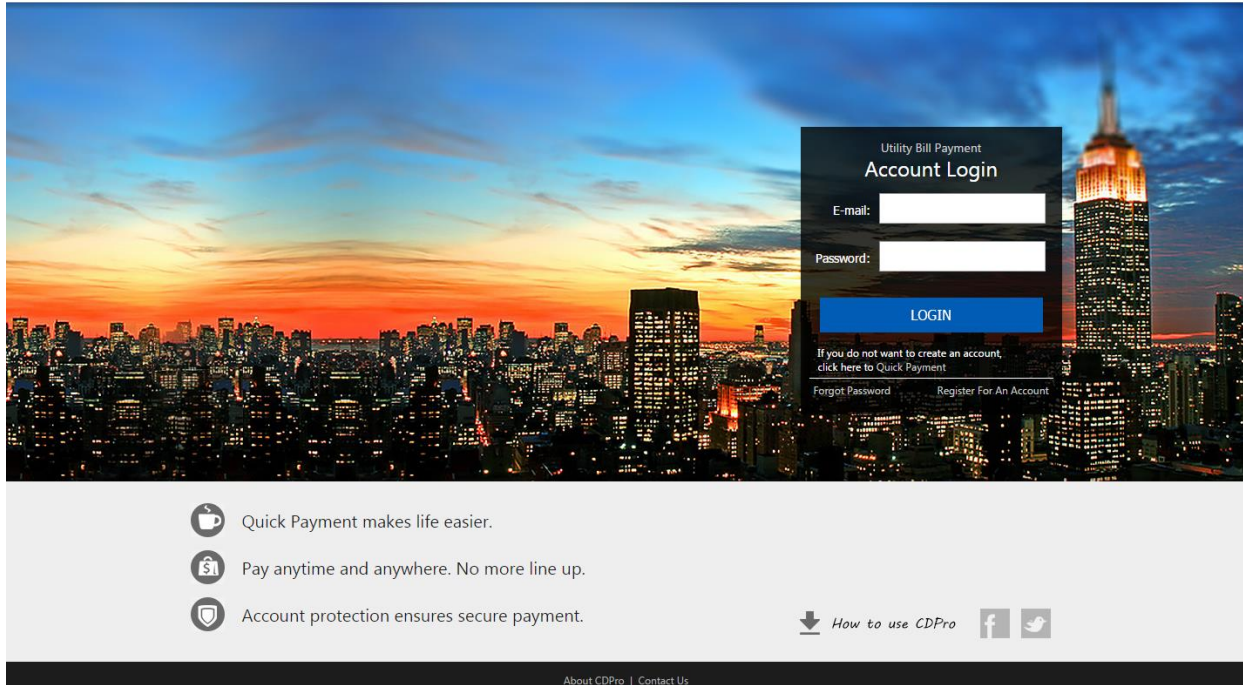
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Chapter 1 CD Pro Customer Guide

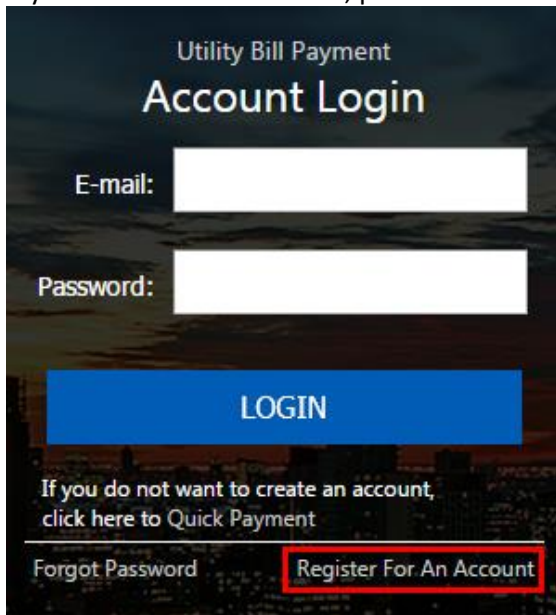
Section 1.1 Login Page

Create your own account information to login to the online bill payment system.



Register For An Account

If you don't have an account, please select "Register For An Account" to create one.



Register

Step1 Step2 Finish

Email

Services Agreement: Credit Card Processing 2014

We use a third-party service provider to manage credit card processing. Under our agreement with this service provider, it is not permitted to store, retain, or use your Personal Information or your billing information except for the sole purpose of credit card processing on our behalf. In certain cases, we may have access to the last four

6211JB

[Generate New Image](#)

Type the code from the image

[How to register an account](#)

Please enter your Email address and image code information.
Or select “Cancel” to go back to the main login page. Please select “Next” to proceed to Step 2.

Register

Step1 Step2 Finish

Account Information

Email: 12345@163.com

Password

Verify Password

Payment Password

Verify Payment Password

Security Question:

Answer to Security Question

Personal Information

Last Name

First Name

Address

Address Line 2

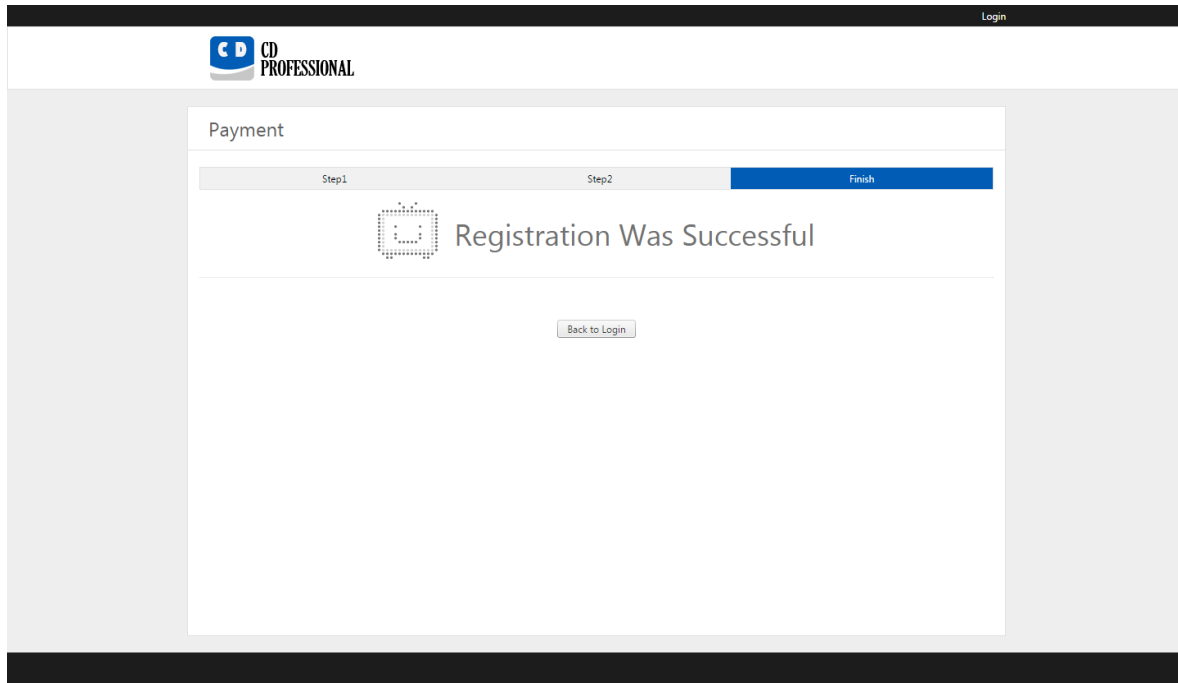
City

State

ZIP

Please enter your information into the registration form.
Or select “Cancel” to go back to the mail login page. Please select “Next” to finish registration.



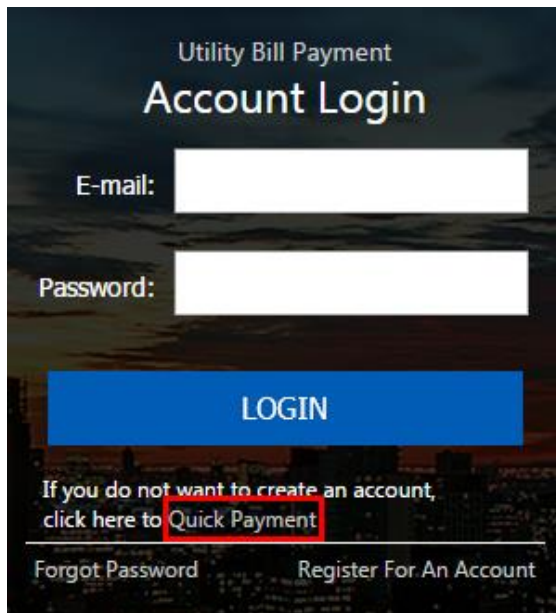


Please select “Back to Login” to go back to login page.

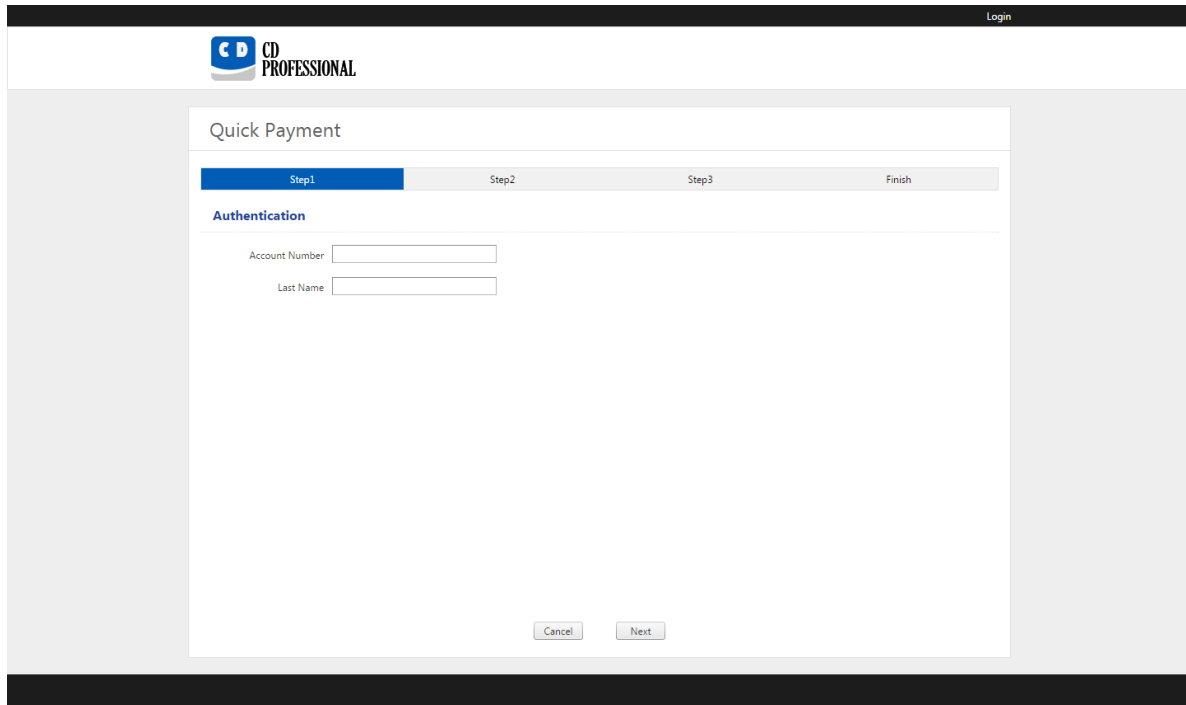
Quick Payment

For users wishing to make a payment without creating an online account, there is a “Quick Payment” function which may be used anytime.

If you select “Quick Payment” option, you will need your **account number** or multiple **account numbers** such as Water, Fuel, Propane, or Other; However, this option will ONLY allow you to pay the total amount due or pay in full. Please login and go to **Payment Section** for partial payment option and details.

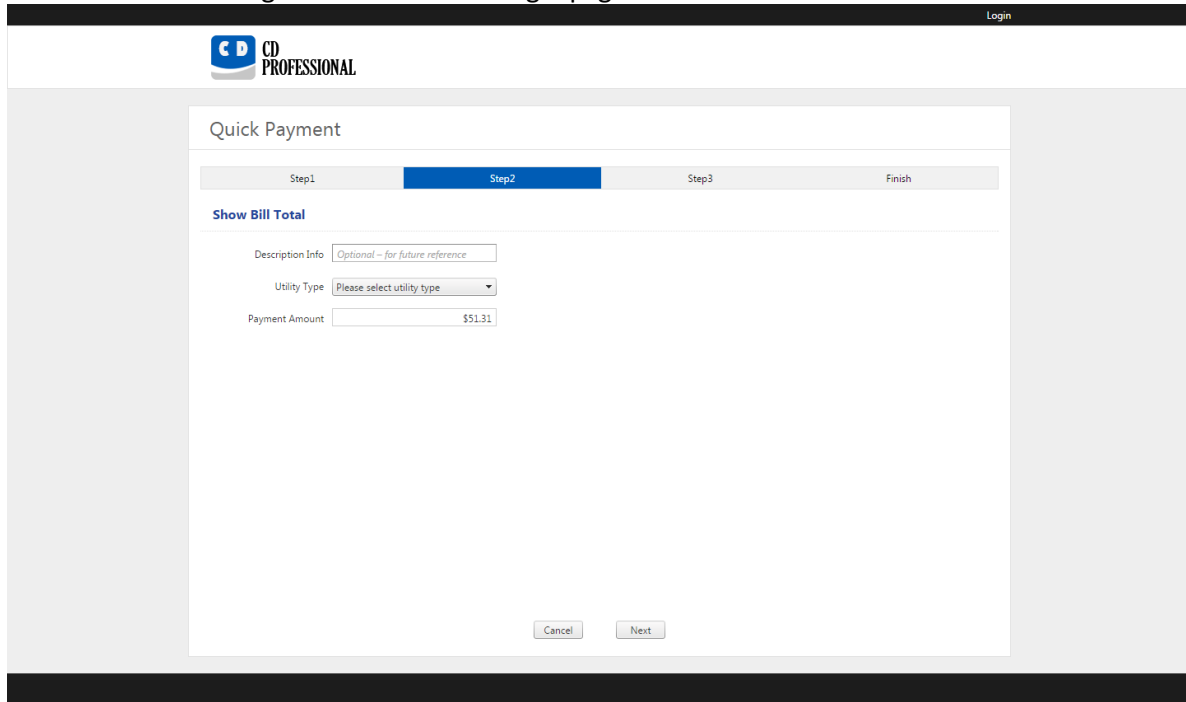


Simply select “Quick Payment” to launch the Quick Payment system screen.



The screenshot shows the 'Quick Payment' interface on the CD Professional website. At the top right, there is a 'Login' link. The CD Professional logo is on the left. Below the logo, a progress bar indicates four steps: Step1 (highlighted in blue), Step2, Step3, and Finish. The 'Authentication' section contains two input fields: 'Account Number' and 'Last Name'. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

Please enter your information and select “Next” to proceed to Step 2.
Or select “Cancel” to go back to the main login page.



The screenshot shows the 'Quick Payment' interface on the CD Professional website. At the top right, there is a 'Login' link. The CD Professional logo is on the left. Below the logo, a progress bar indicates four steps: Step1, Step2 (highlighted in blue), Step3, and Finish. The 'Show Bill Total' section contains three input fields: 'Description Info' with the placeholder text 'Optional - for future reference', 'Utility Type' with a dropdown menu showing 'Please select utility type', and 'Payment Amount' with the value '\$51.31'. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

You can enter information into an optional field called “Description Info” for adding a personal note for future reference. Then please select the Utility Type and select “Next” to proceed to Step 3. Or select “Cancel” to go back to the main login page.

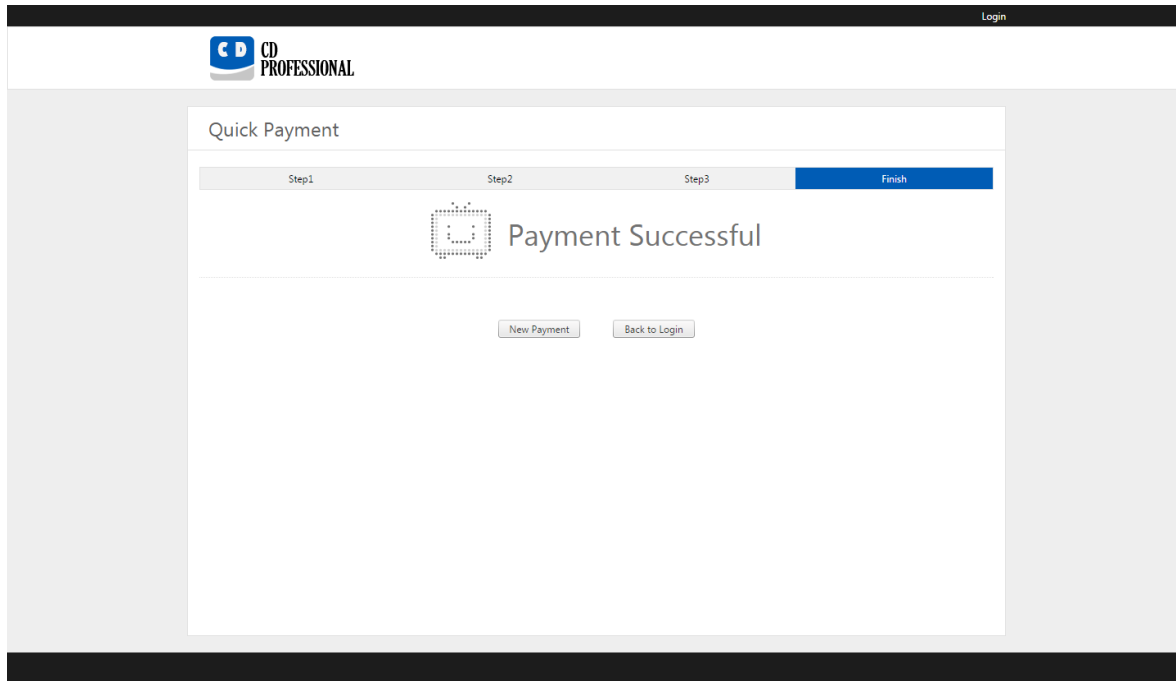
The screenshot shows the 'Quick Payment' interface for CD Professional. At the top right, there is a 'Login' link. The CD Professional logo is on the left. Below the logo, the title 'Quick Payment' is displayed. A progress bar shows four steps: Step 1, Step 2, Step 3 (highlighted in blue), and Finish. Under the 'Payment Information' section, there are two tabs: 'Input Credit Card Information' (selected) and 'Input Check Information'. The 'Input Credit Card Information' tab contains the following fields: Credit Card Number, Cardholder Name, Expiration Date (with a calendar icon), First Name, Last Name, Bill Address, City, State, Zip Code, Telephone, Fax, and Send Email. A note at the bottom states: 'Note I accept and understand that by paying with credit card online, I will be charged a convenience fee of.' Below the note are 'Cancel' and 'Next' buttons.

Please enter the corresponding Credit Card information, and select “Next” to go to finish the quick payment process. Or select “Cancel” to go back to login page.

The screenshot shows the 'Quick Payment' interface for CD Professional. At the top right, there is a 'Login' link. The CD Professional logo is on the left. Below the logo, the title 'Quick Payment' is displayed. A progress bar shows four steps: Step 1, Step 2, Step 3 (highlighted in blue), and Finish. Under the 'Payment Information' section, there are two tabs: 'Input Credit Card Information' and 'Input Check Information' (selected and highlighted with a red box). The 'Input Check Information' tab contains the following fields: Customer, Bank Routing, Account, First Name, Last Name, Bill Address, City, State, Zip Code, Telephone, Fax, and Send Email. A note at the bottom states: 'Note I accept and understand that by paying with credit card online, I will be charged a convenience fee of.' Below the note are 'Cancel' and 'Next' buttons.

If you wish to pay bill by check, please select “Input Check Information” tab and enter the corresponding check information, and then select “Next” to go to finish the quick payment process. Or select “Cancel” to go back to login page.

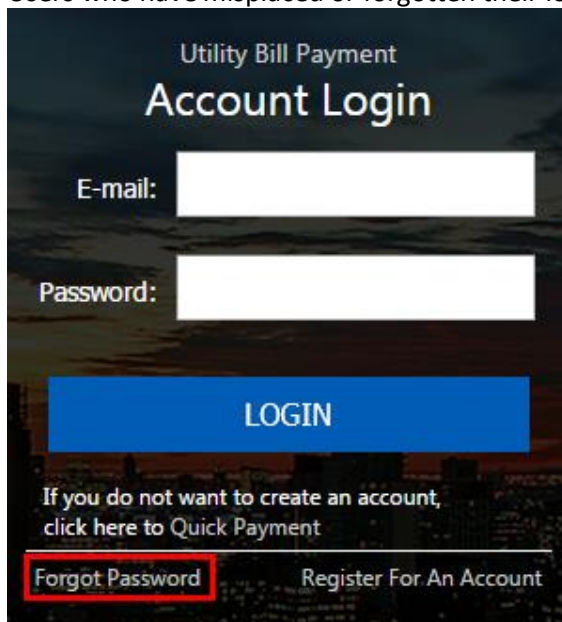




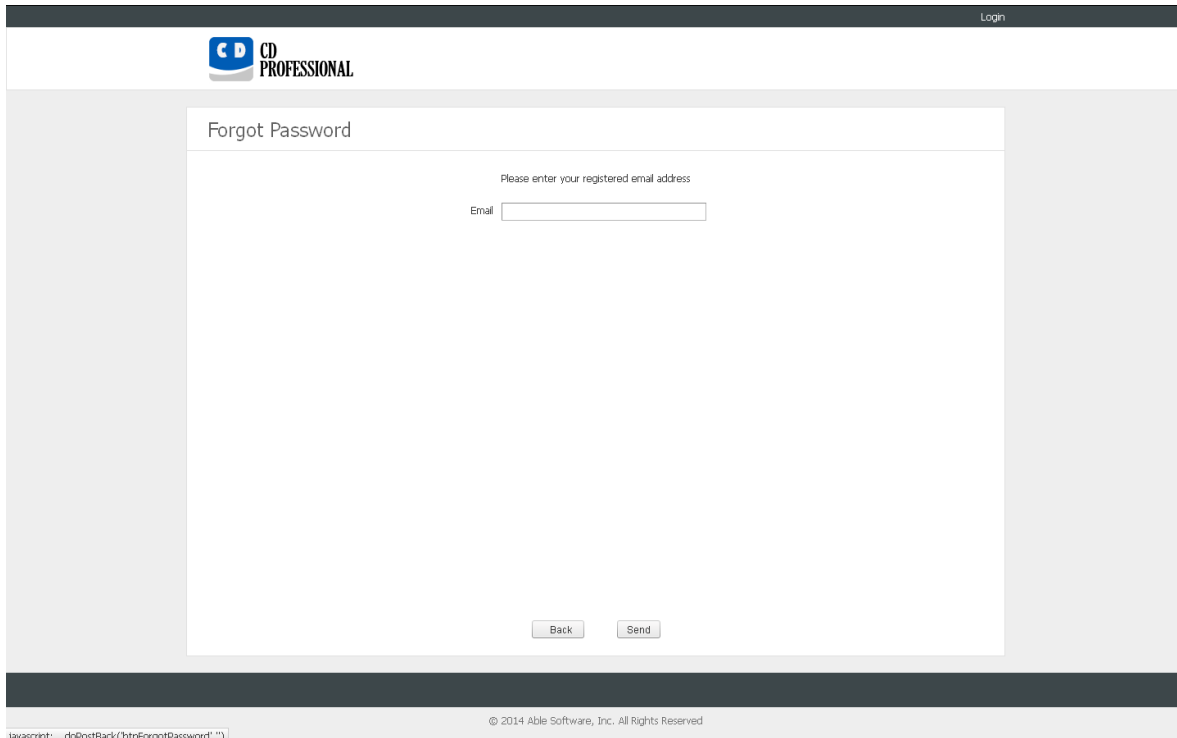
The system will display your payment status (either successful or failed). You may select “New Payment” to begin a new Quick Payment process or select “Back to Login” to go back to the main login page.

Forgot Password function

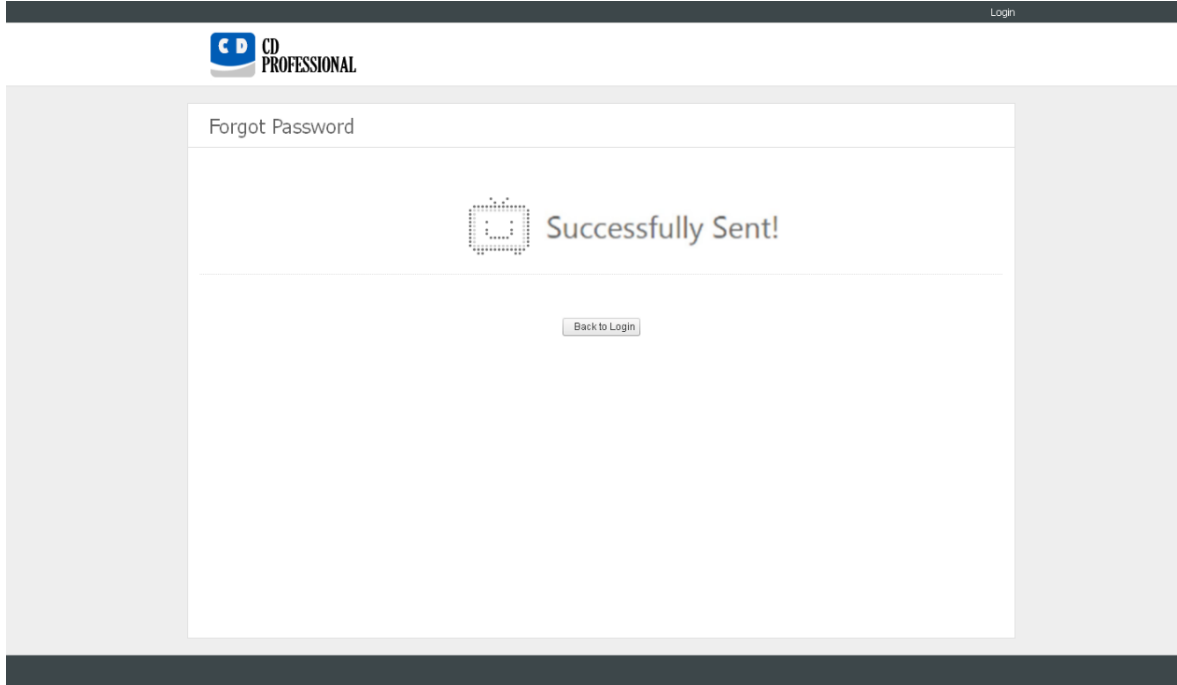
Users who have misplaced or forgotten their login password may recover this information.



Just select “Forgot Password” to proceed to the “Forgot Password” page.



Please enter your login Email information and select “Send”.



Please select “Back to Login” to go back to the main login page.

Please check your personal email inbox to recover your system password information.



Section 1.2 Home Page

Once you have logged in, you will see the system home page displayed.

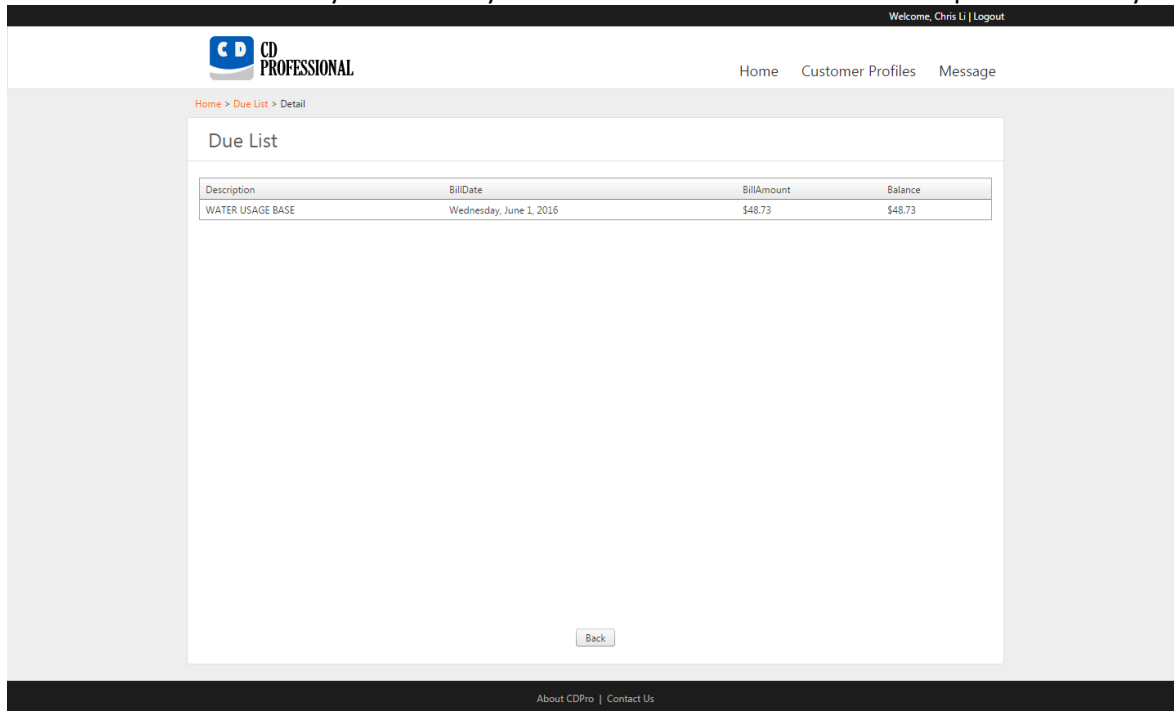
The system home page will display your Total Due amount, a Usage Comparison Chart, and a Utility Bill Comparison Chart.

View Detail

Simply select “View Detail” to view the Due List.

Merchant Name	Description	Account Number	Total Due	Balance	State	
Vaughn Water Company	Water Charge	0132	\$35.89	\$35.16		Detail
Vaughn Water Company	Water Charge	0134	\$56.23	\$56.23		Detail
Vaughn Water Company	Water Charge	0130	\$48.73	\$48.73		Detail
Vaughn Water Company	Water Charge	0133	\$35.89	\$35.89		Detail
Vaughn Water Company	Water Charge	0135	\$46.76	\$46.76		Detail

Please select “Detail” of any record and you’ll see detailed information for that particular utility bill.

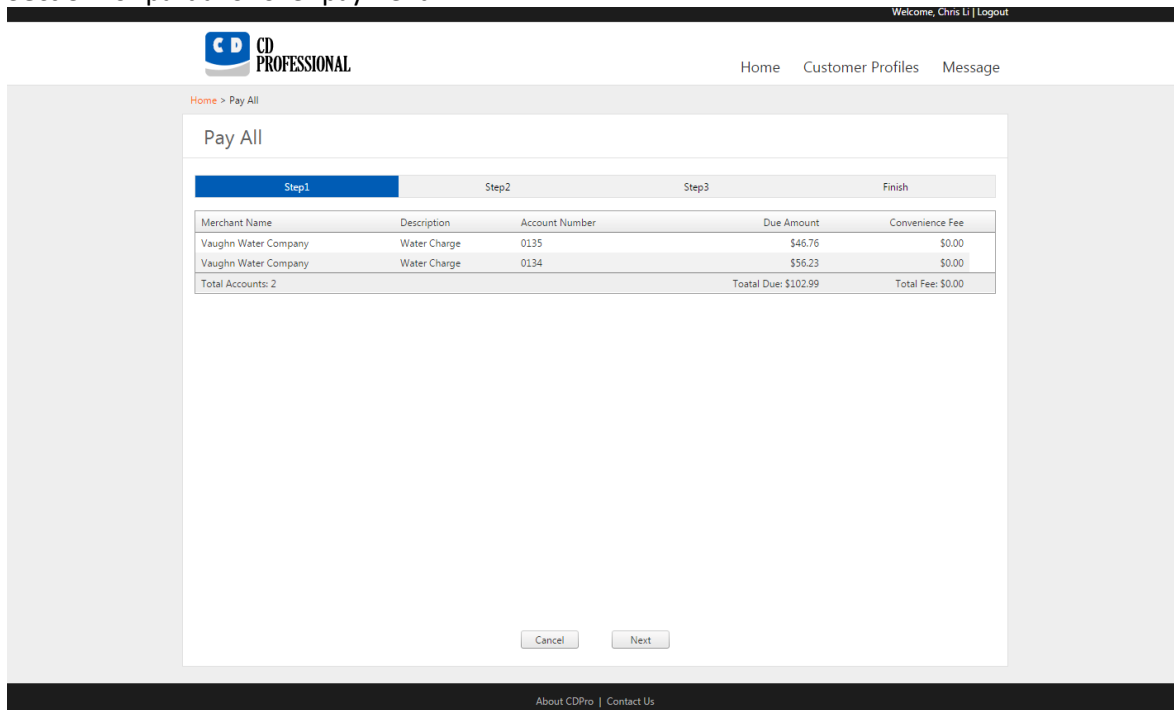


Please select “Back” (at the bottom of the page) to return to the previous page.

Pay Bill

Please select “Pay Bill” to go to Pay All page.

“Pay Bill” function ONLY supports the payment of total amount due or pay in full. Please go to **Payment Section** for partial or over payment.

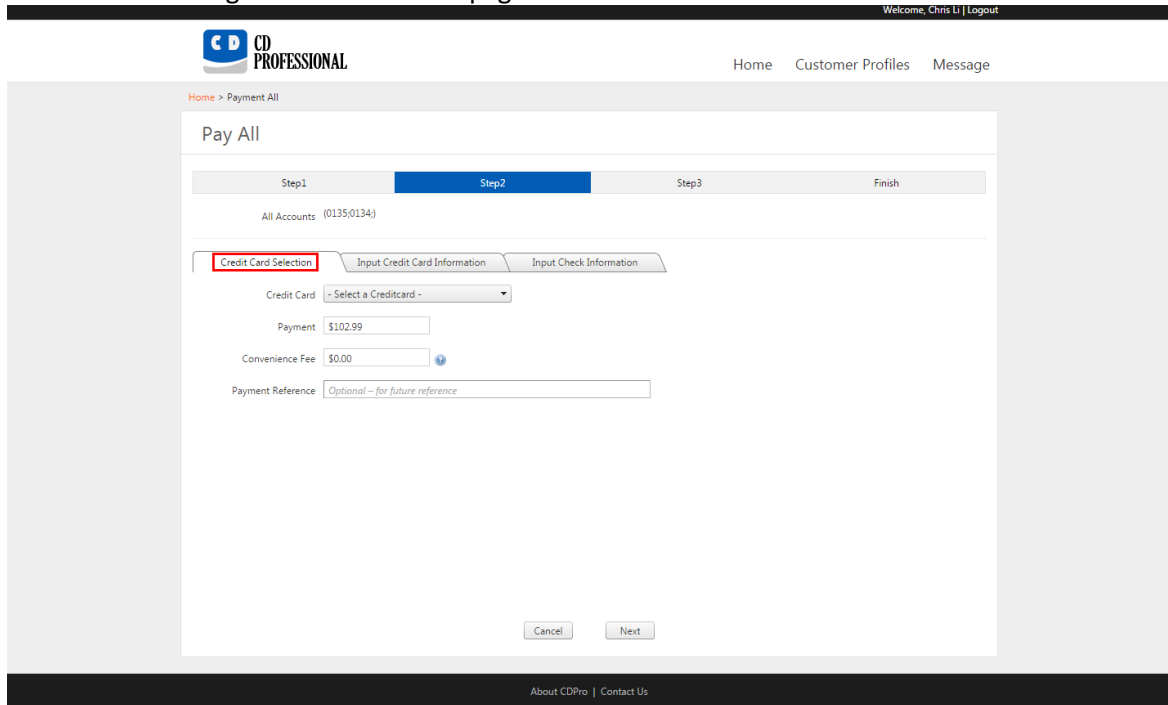


You may select “Cancel” to cancel the current payment process or select “Next” to proceed to the next step.

There are 2 ways to pay bill. One is by Credit Card. The other is by Check.

i. By Credit Card:

Under “Credit Card Selection” tab, please choose “Select a Credit Card” in order to pick a saved credit card account from the drop-down list. You can enter information into an optional field called “Payment Reference” for adding a personal note for future reference. Please select “Next” to proceed to Step 3. Or select “Cancel” to go back to the main page.



The screenshot displays the 'Pay All' interface for CD Professional. At the top right, it says 'Welcome, Chris Li | Logout'. The main header includes the CD Professional logo and navigation links for 'Home', 'Customer Profiles', and 'Message'. Below the header, a breadcrumb trail shows 'Home > Payment All'. The 'Pay All' section features a progress bar with four steps: 'Step1', 'Step2' (highlighted in blue), 'Step3', and 'Finish'. Underneath the progress bar, it indicates 'All Accounts (0135;0134)'. There are three tabs: 'Credit Card Selection' (highlighted with a red box), 'Input Credit Card Information', and 'Input Check Information'. The 'Credit Card Selection' tab contains a dropdown menu for 'Credit Card' with the text '- Select a Creditcard -'. Below this are input fields for 'Payment' (containing '\$102.99'), 'Convenience Fee' (containing '\$0.00'), and 'Payment Reference' (with a placeholder 'Optional - for future reference'). At the bottom of the form are 'Cancel' and 'Next' buttons. The footer of the page contains 'About CDPro | Contact Us'.

You may select “Input Credit Card Information” tab to input credit card info manually. The newly entered credit card information will be automatically saved to Customer Profile->Manage Your Credit Card.

The screenshot shows the 'Pay All' interface in the CD Professional system. The interface is divided into four steps: Step 1, Step 2 (highlighted in blue), Step 3, and Finish. Below the steps, there is a section for 'All Accounts (0135:0134)'. The 'Input Credit Card Information' tab is selected and highlighted with a red box. The form contains the following fields:

- Credit Card Number
- Cardholder Name
- Expiration Date (08/16)
- First Name
- Last Name
- Bill Address
- City
- State
- Zip Code
- Telephone

Below the form, there is a note: "Note: I accept and understand that by paying with credit card online, I will be charged a convenience fee of." The 'Payment' field is set to \$102.99, and the 'Convenience Fee' field is set to \$0.00. The 'Payment Reference' field is optional and contains the text "Optional - for future reference". At the bottom of the form, there are 'Cancel' and 'Next' buttons.

ii. By Check:

Under "Input Check Information" tab, please enter Account information. If the entered check account information has been saved under Customer Profiles->Manage Your Check, you can simply select the saved check account from the drop-down list. If the check account has not been saved under your Customer Profiles->Manage Your Check, please enter the check information you want to use for online payment. The newly entered check information will be automatically saved to Customer Profile->Manage Your Check.

You can enter information into an optional field called "Payment Reference" for adding a personal note for future reference.

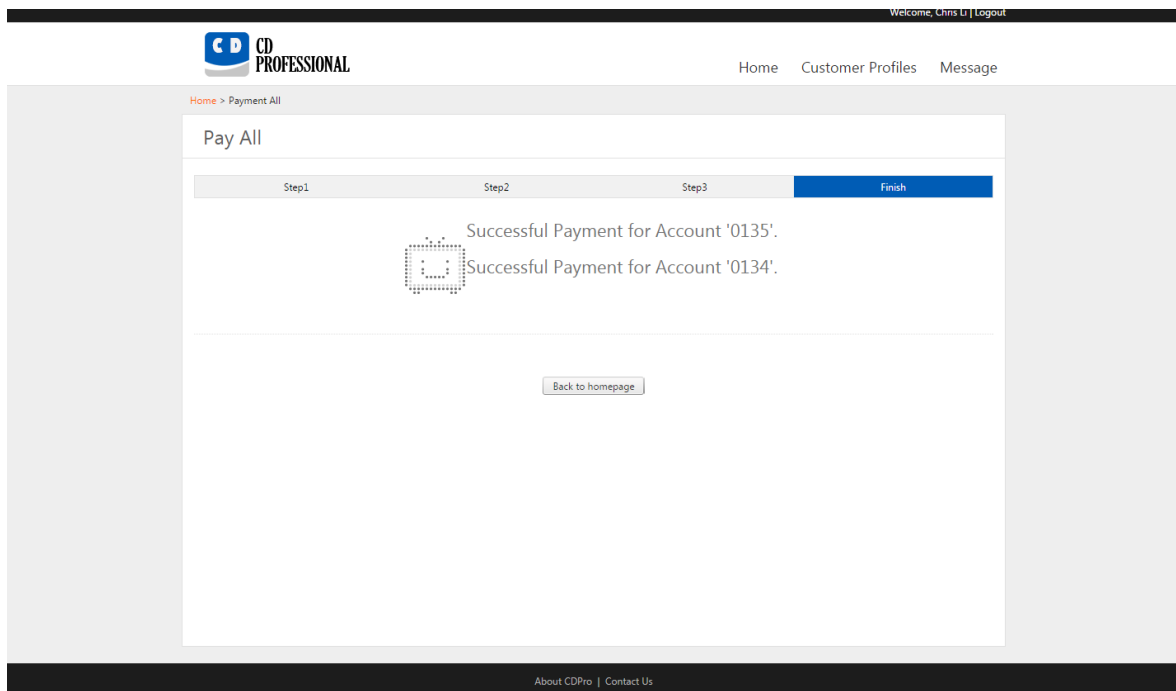


The screenshot shows the 'Pay All' interface in Step 2. At the top right, it says 'Welcome, Chris Li | Logout'. The CD Professional logo is on the left. Navigation links for 'Home', 'Customer Profiles', and 'Message' are present. The breadcrumb trail is 'Home > Payment All'. The main heading is 'Pay All'. A progress bar shows 'Step1', 'Step2' (highlighted), 'Step3', and 'Finish'. Below this, it says 'All Accounts (0135:0134)'. There are three tabs: 'Credit Card Selection', 'Input Credit Card Information' (active), and 'Input Check Information'. The 'Input Credit Card Information' section contains fields for 'Account' (with a search icon), 'Bank Routing' (with 'XXXXXXXX3333' entered), 'Customer', 'Payment' (\$102.99), 'Convenience Fee' (\$0.00), and 'Payment Reference' (with the placeholder 'Optional - for future reference'). At the bottom are 'Cancel' and 'Next' buttons.

Please select “Next” to proceed to Step 3. Or select “Cancel” to go back to the main page.

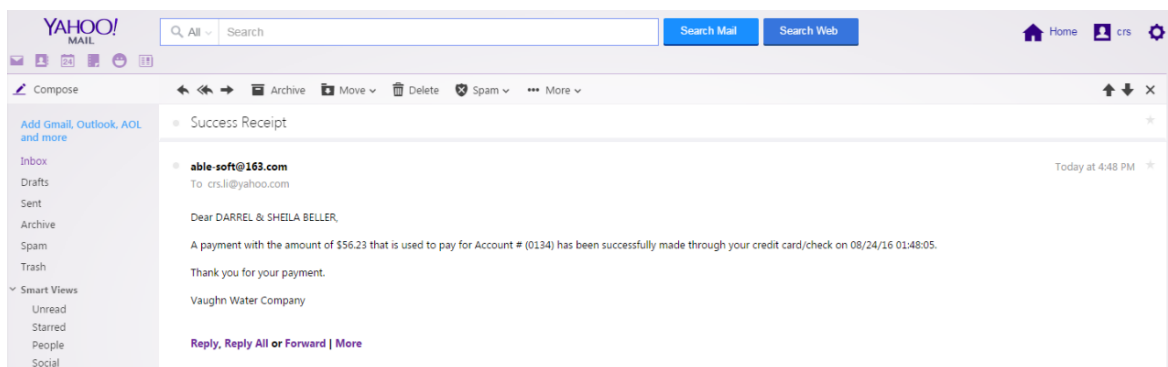
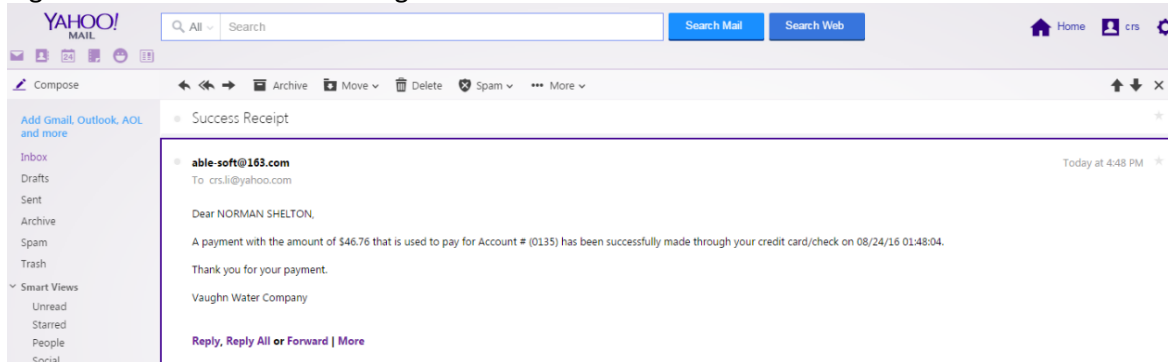
The screenshot shows the 'Pay All' interface in Step 3. At the top right, it says 'Welcome, Chris Li | Logout'. The CD Professional logo is on the left. Navigation links for 'Home', 'Customer Profiles', and 'Message' are present. The breadcrumb trail is 'Home > Payment All'. The main heading is 'Pay All'. A progress bar shows 'Step1', 'Step2', 'Step3' (highlighted), and 'Finish'. Below this, it says 'All Accounts (0135:0134)'. The 'Payment Method' is 'Credit CardXXXXXXXXXXXXXXXX2234'. There are fields for 'Payment' (\$102.99) and 'Convenience' (\$0.00). A 'Payment Reason' field is also present. At the bottom are 'Cancel' and 'Confirm' buttons.

You can select “Cancel” to cancel the current payment process or select “Confirm” to confirm and complete your bill payment.



The system will confirm whether the payment process was successful. Just select “Back to homepage” to return to the system home page.

After the payments are successfully transacted, a confirmation email for each account will be sent to the login email address. Users can login their Email Box to check the confirmation emails



Account Number

Please select your account number from the drop-down list in order to display the corresponding charts. Example: the selected Account Number (0135) will display a Water Consumption Comparison chart and Bill Comparison chart as shown here:

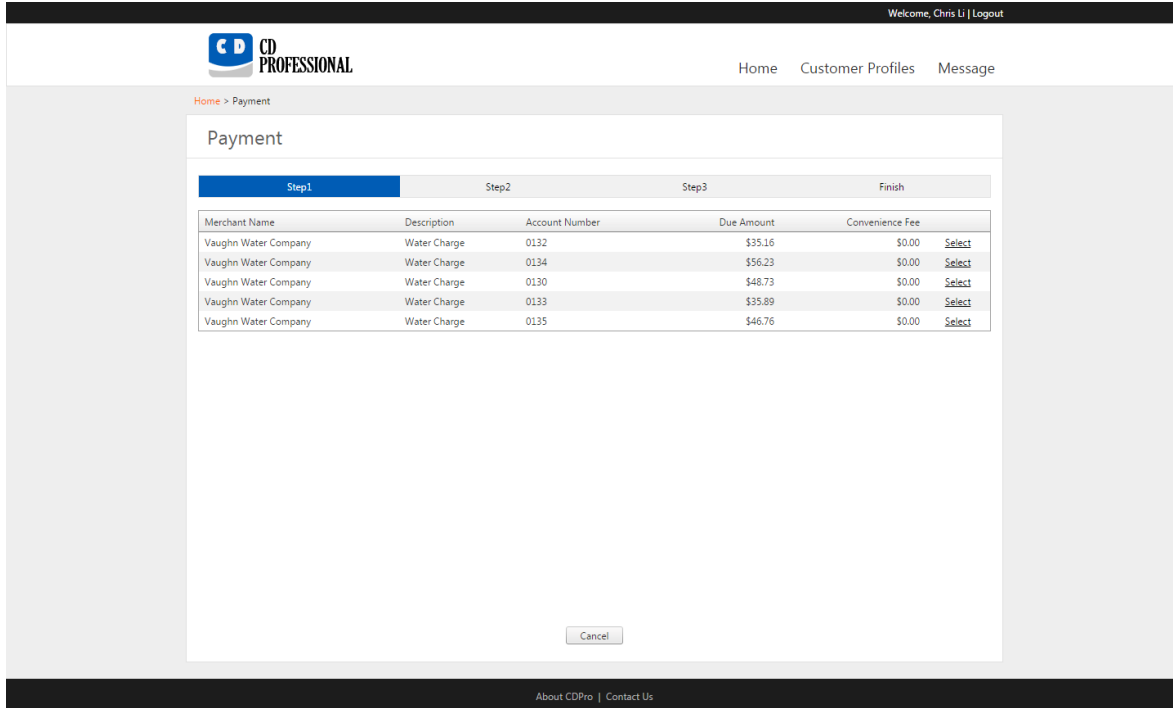
The screenshot shows the CD Professional web interface. At the top, there is a navigation bar with 'Home', 'Customer Profiles', and 'Message'. Below this is a user greeting: 'Good Evening, Chris Li' with a profile picture icon and login details: 'aabccz@163.com | Login Time: 8/19/2016 8:30:43 PM'. A row of icons includes Payment, Bill History, Payment History, Usage History, Monthly Comparisons, Customer Profile, Send Message, and Alerts. Below the icons, the 'Total Due' is \$222.77 and the 'Payable Balance' is \$222.77, with 'View Detail' and 'Pay Bill' buttons. A dropdown menu shows 'Account Number' as '0135'. Two bar charts are displayed: 'Consumption Comparison' for May, comparing 'Prev Year' (3322 units) and 'Curr Year' (1923 units); and 'Current Month Bill vs. Previous Month Bill', comparing 'Prev Month' (\$48.50) and 'Curr Month' (\$46.76).

Section 1.3 Payment

This image shows a close-up of the navigation icons from the screenshot above. The icons are: Payment (dollar sign), Bill History (document), Payment History (dollar sign on document), Usage History (pie chart), Monthly Comparisons (bar chart), Customer Profile (person), Send Message (envelope), and Alerts (warning triangle). The 'Payment' icon is highlighted with a red rectangular box.

“Payment” option will enable or allow you to pay partial payments or overpayments, for your convenience.

Please select the “Payment” icon to go to Payment page.

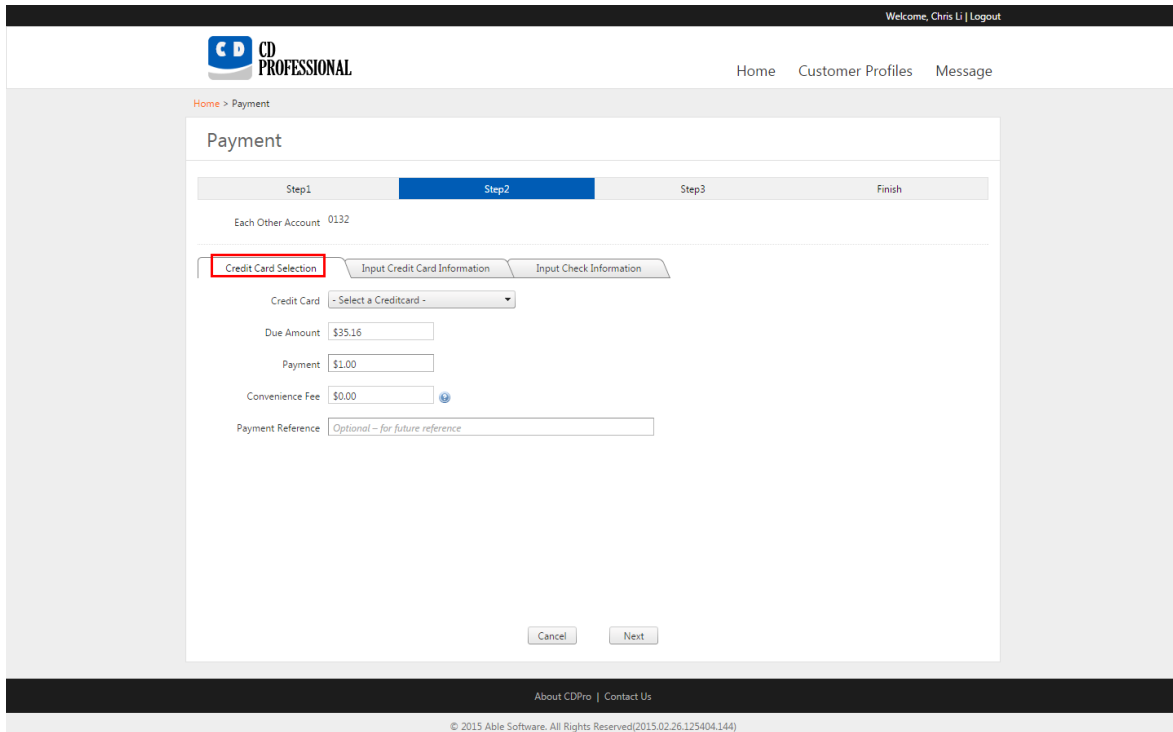


Please select “Cancel” to cancel the payment process or choose “Select” to choose an account for payment.

There are 2 ways to pay bill. One is by Credit Card. The other is by Check.

i. By Credit Card:

Please choose “Select a Credit Card” in order to pick a saved credit card account from the drop-down list under “Credit Card Selection” tab.



You may select “Input Credit Card Information” tab to enter credit card info manually. The newly entered credit card information will be automatically saved to Customer Profile->Manage Your Credit Card.

The screenshot shows a web application interface for a payment process. At the top, there is a breadcrumb trail: Home > Payment. Below this, the main heading is "Payment". A progress bar indicates four steps: Step1, Step2 (which is highlighted in blue), Step3, and Finish. Underneath the progress bar, it says "Each Other Account 0132". There are three tabs: "Credit Card Selection", "Input Credit Card Information" (which is highlighted with a red box), and "Input Check Information". The "Input Credit Card Information" tab contains several input fields: "Credit Card Number", "Cardholder Name", "Expiration Date" (with a calendar icon), "First Name", "Last Name", "Bill Address", "City", "State", "Zip Code", and "Telephone". Below these fields is a note: "Note I accept and understand that by paying with credit card online. I will be charged a convenience fee of." There are also input fields for "Due Amount" (\$35.16), "Payment" (\$1.00), and "Convenience Fee" (\$0.00). At the bottom, there is a "Payment Reference" field with the text "Optional - for future reference" and "Cancel" and "Next" buttons. The URL at the bottom of the browser window is "192.0.0.182:8071/Authorization/Payment/Payment_Step2.aspx?MCID=56d180bb-b6d0-4652-bdd3-06a6b8661b6c#".

ii. By Check:

Under “Input Check Information” tab, please enter Account information. If the entered check account information has been saved under Customer Profiles->Manage Your Check, you can simply select the saved check account from the drop-down list. If the check account has not been saved under your Customer Profiles->Manage Your Check, please enter the check information you want to use for online payment. The newly entered check information will be automatically saved to Customer Profile->Manage Your Check.



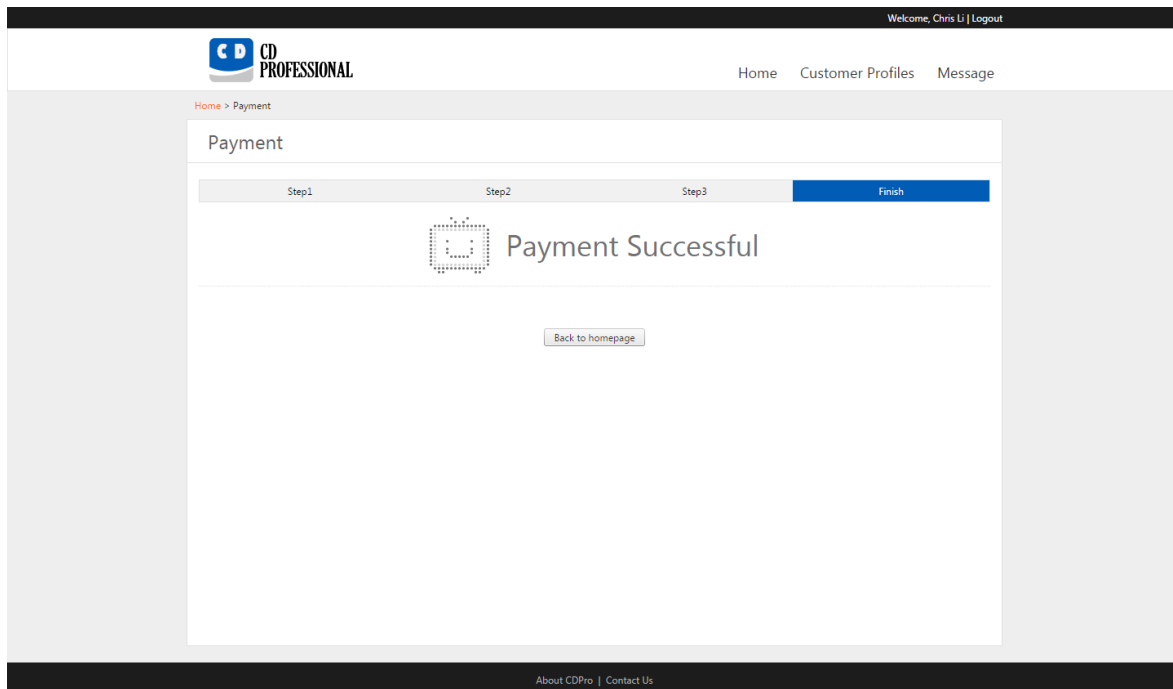
The screenshot shows the CD Professional website's payment interface. At the top, there is a navigation bar with the CD Professional logo, a user greeting "Welcome, Chris Li | Logout", and links for "Home", "Customer Profiles", and "Message". Below this is a breadcrumb trail "Home > Payment". The main content area is titled "Payment" and features a progress bar with four steps: "Step1", "Step2" (highlighted in blue), "Step3", and "Finish". Underneath the progress bar, it says "Each Other Account 0132". There are three tabs: "Credit Card Selection", "Input Credit Card Information", and "Input Check Information" (which is highlighted with a red box). The form fields include: "Account" (value: 2), "Bank Routing" (value: XXXXX2222, highlighted with a red box), "Customer" (empty), "Due Amount" (\$35.16), "Payment" (\$1.00), "Convenience Fee" (\$0.00), and "Payment Reference" (text: "Optional - for future reference"). At the bottom of the form are "Cancel" and "Next" buttons.

You can enter information into an optional field called "Payment Reference" for adding a personal note for future reference. Please select "Next", in order to proceed to Step 3 or select "Cancel" to cancel the current payment process.

The screenshot shows the CD Professional website's payment interface at Step 3. The progress bar now highlights "Step3" in blue. The "Input Check Information" tab is no longer visible. The form fields include: "Check" (value: XXXXX2222), "Payment" (\$1.00), "Convenience" (\$0.00), and "Payment Reason" (empty). At the bottom of the form are "Cancel" and "Confirm" buttons.

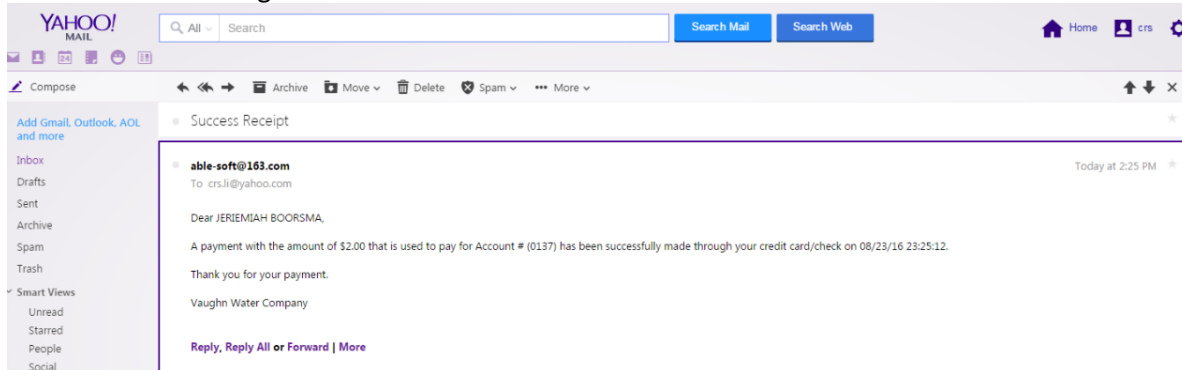
Please select "Cancel" to cancel the current payment process or select "Confirm" to complete your bill payment.



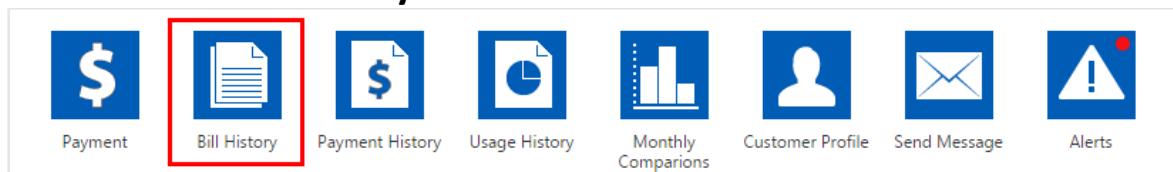


The system will confirm whether the payment process was successful. Just select “Back to homepage” to return to the system home page.

After the payment is successfully transacted, a confirmation email will be sent to the login email address. Users can login their Email Box to check the confirmation email:



Section 1.4 Bill History



Please select the “Bill History” icon to go to the Bill History page.

CD PROFESSIONAL

Welcome, Chris Li | Logout

Home Customer Profiles Message

Home > Bill History

Bill History

Account Number: 0135

Bill Date: 7/1/2015 to 8/19/2016

Search

Account Number	Bill Date	Current Due	Service From	Service To	Days
0135	2016-06-01	\$46.76	2016-05-01	2016-06-01	31
0135	2016-05-01	\$48.50	2016-04-01	2016-05-01	30
0135	2016-04-01	\$44.43	2016-03-01	2016-04-01	31
0135	2016-03-01	\$42.76	2016-02-01	2016-03-01	29
0135	2016-02-01	\$43.11	2016-01-01	2016-02-01	31
0135	2016-01-01	\$42.94	2015-12-01	2016-01-01	31
0135	2015-12-01	\$43.89	2015-11-01	2015-12-01	30
0135	2015-11-01	\$46.57	2015-10-01	2015-11-01	31
0135	2015-10-01	\$46.68	2015-09-01	2015-10-01	30
0135	2015-10-01	\$46.68	2015-09-01	2015-10-01	30

Page 1 of 2, Items 1 to 10 of 13.

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Please select “Account Number” to choose an account from the drop-down list. Next, you will want to choose your preferred billing date range and then use the “Search” function in order to display your bill history record results. You can also use the column title to display bill history records in ascending or descending order. Please select “Back” to return to the system home page.

Section 1.5 Payment History

Payment Bill History **Payment History** Usage History Monthly Comparisons Customer Profile Send Message Alerts

Please select the “Payment History” icon to go to Payment History page.

Payment History

Account Number: 0132

Payment Date: 8/22/2015 to 8/22/2016

Payment Result: All

Search

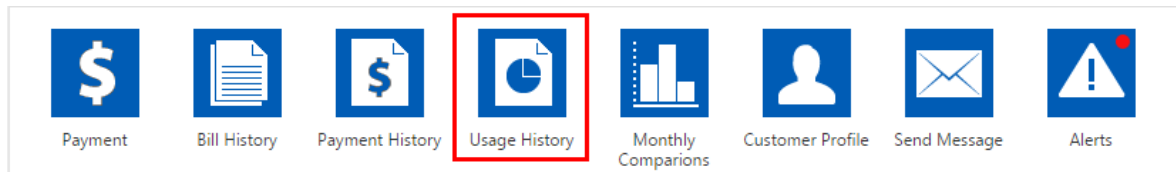
Card Type	Created Date	Merchant Name	PayAmount	Convenience Fee	Result	Reason
>	08/22/2016 07:43:19	Vaughn Water Company	\$1.00	\$0.00	Successful	Approved

Back

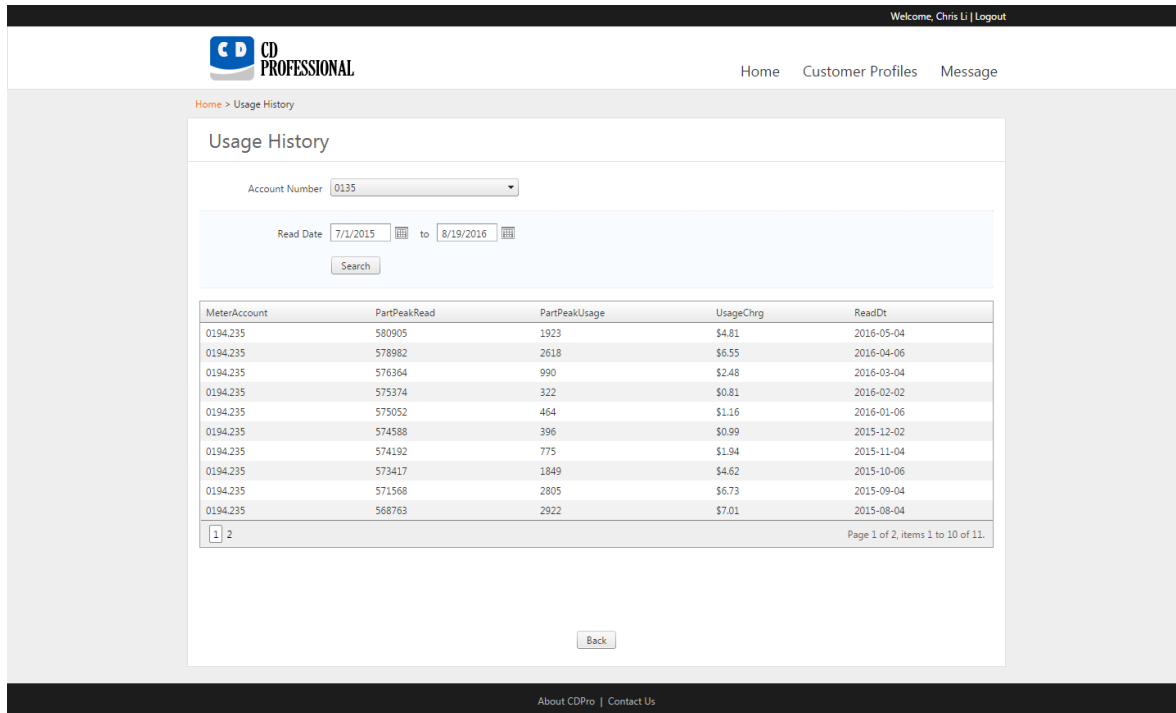
Please select "Account Number" to choose an account from the drop-down list.
 Please select the Payment Date Range and Payment Result from the drop-down list.
 Choose the "Search" function to display the payment history records list.
 Please select "Back" to return to the system home page.

Please note: The payment history function displays your online payment history only. Bill payments made from outside the online system (payments by check or in-person) will not be reflected here.

Section 1.6 Usage History



Please select the "Usage History" icon to go to Usage History page.



Welcome, Chris Li | Logout

CD PROFESSIONAL

Home Customer Profiles Message

Home > Usage History

Usage History

Account Number: 0135

Read Date: 7/1/2015 to 8/19/2016

Search

MeterAccount	PartPeakRead	PartPeakUsage	UsageChrg	ReadDt
0194.235	580905	1923	\$4.81	2016-05-04
0194.235	578982	2618	\$6.55	2016-04-06
0194.235	576364	990	\$2.48	2016-03-04
0194.235	575374	322	\$0.81	2016-02-02
0194.235	575052	464	\$1.16	2016-01-06
0194.235	574588	396	\$0.99	2015-12-02
0194.235	574192	775	\$1.94	2015-11-04
0194.235	573417	1849	\$4.62	2015-10-06
0194.235	571568	2805	\$6.73	2015-09-04
0194.235	568763	2922	\$7.01	2015-08-04

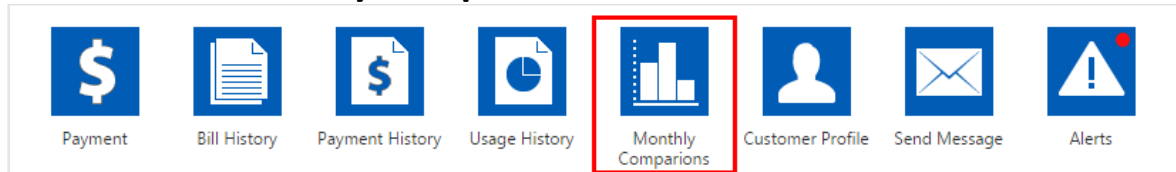
Page 1 of 2, Items 1 to 10 of 11.

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Please select “Account Number” to designate the correct account from the drop-down list. Then you can select the desired read date range and use the “Search” function in order to display your usage history records list. You may also use the column title to display the usage history records in ascending or descending order. Please select “Back” to return to the system home page.

Section 1.7 Monthly Comparisons



Payment Bill History Payment History Usage History Monthly Comparisons Customer Profile Send Message Alerts

Please select the “Monthly Comparisons” icon to go to Monthly Comparisons page.

The screenshot shows the 'Monthly Comparisons' interface. At the top, there's a navigation bar with 'Home', 'Customer Profiles', and 'Message'. Below that, the 'Monthly Comparisons' section has a search form. The 'Account Number' is set to 0135. The 'Latest Bill' is 6/1/2016, and the comparison is against June 2015. Two bar charts are shown: 'Consumption Comparison' and 'Latest Month Bill vs. Any Month Bill'. The first chart shows usage of 2807 units for 'Any Month' and 1923 units for 'Latest Month'. The second chart shows a bill amount of \$47.92 for 'Any Month' and \$46.76 for 'Latest Month'. A 'Back' button is at the bottom.

Please select “Account Number” to designate the desired account from the drop-down list. The “Latest Bill” field displays the most recent bill date for the selected account. Please choose the desired month and use the “Search” function to display the applicable comparison chart (most recent bill amount versus selected bill amount). Please select “Back” to return to the system home page.

Section 1.8 Customer Profile

The screenshot shows a navigation bar with eight icons: Payment (dollar sign), Bill History (document), Payment History (dollar sign with document), Usage History (pie chart), Monthly Comparisons (bar chart), Customer Profile (person icon, highlighted with a red box), Send Message (envelope), and Alerts (warning triangle).

Please select the “Customer Profile” icon to go to Customer Profile page.

You must setup your profile and add your account number or account numbers if you have multiple accounts. Follow the next step for more details.


Welcome, Chris Li | Logout

CD PROFESSIONAL

Home Customer Profiles Message

Home > Customer Profile

Customer Profile

 Name Chris Li [Change](#)

Email Address aabbccz@163.com [Change](#)

Login Password [Change](#)

Payment Password [Change](#)

Accounts 5 [Manage Your Accounts](#)

Credit Card Number 2 [Manage Your Credit Card](#)

Check Number 2 [Manage Your Check](#)

[Back](#)

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The “Customer Profile” page is where you may view and update your personal account information. You may edit any or all of the corresponding fields on this screen, as necessary.

For managing accounts:

Please select the “Manage Your Accounts” field to go to Account Management page.

For individuals with multiple utility billing accounts (such as landlords or for multiple unit tenant management), this is where you may add or delete accounts for online payment and information management.

Welcome, Chris Li | Logout

CD PROFESSIONAL

Home Customer Profiles Message

Home > Customer Profile > Account Management

Account Management

[+ Add new record](#) [Refresh](#)

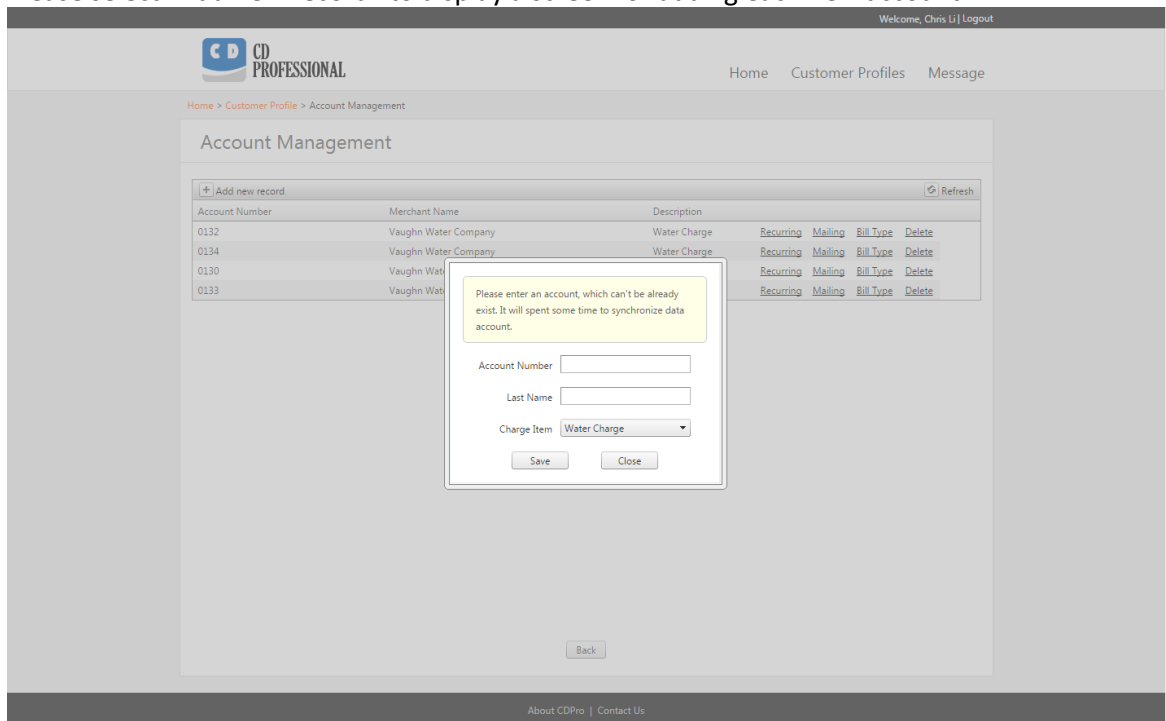
Account Number	Merchant Name	Description				
0132	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0134	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0130	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0133	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete

[Back](#)

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For adding accounts:

You may add accounts as necessary (provided they are currently set up with your utility provider). Please select “Add new record” to display a screen for adding each new account.

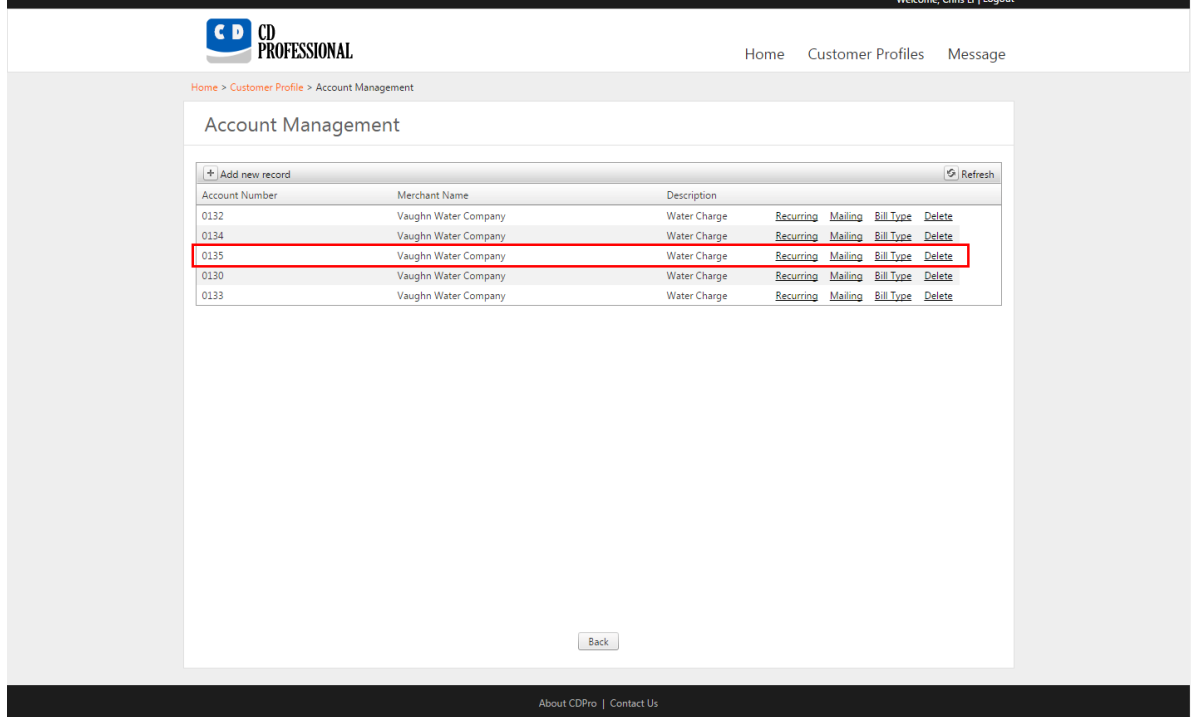
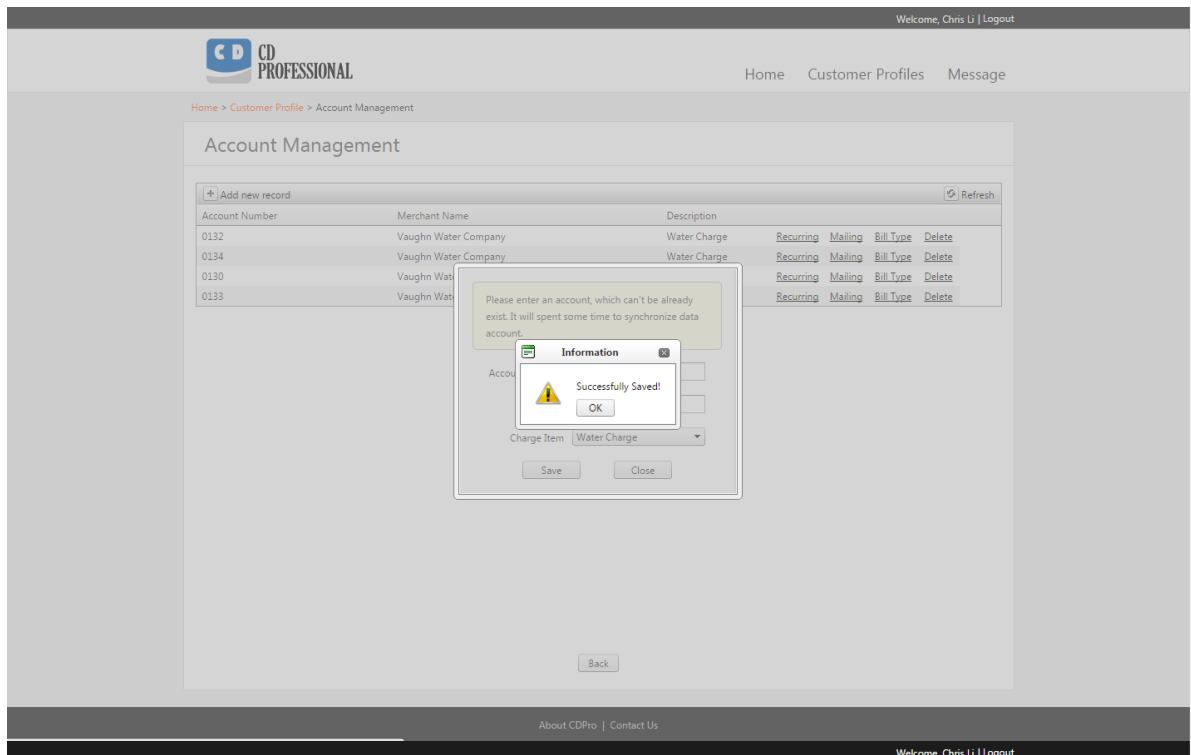


Please enter your account number and last name, and then select “Save” to add the account or choose “Close” to cancel the operation.

The “Convenience Fee” box will either show a zero balance (which may be ignored) or be populated with a dollar amount. If there is an amount shown within the “Convenience Fee” box, this means your utility provider has assigned a separate fee to be paid with each online bill payment transaction. Please contact your utility service provider for questions or additional information.

After entering the new account number, please select “Save” to confirm the change is successful. Then select “OK” to view the updated account list.





For configuration of recurring payments:

Please select “Recurring” of the selected account to display a screen where you can configure the recurring payment method and high payment amount limit.

Please note: The Recurring function is available only after the credit card or check info have been created.



The screenshot displays the 'Account Management' section of the CD Professional web application. A table lists several accounts from 'Vaughn Water Company' with descriptions of 'Water Charge'. A modal dialog box is overlaid on the table, providing options to select a payment method (Credit Card or Check) and set a limit. The limit is currently set to 0.00, with a red warning message indicating that this represents no payment amount limit. The dialog includes 'Save', 'Clear', and 'Close' buttons.

Please select the saved Credit Card or the saved Check information from corresponding drop-down list as the recurring payment method.

Please note: Only one payment method can be selected for recurring payment. Users are not allowed to configure both Recurring Credit Card Payment and Recurring Check Payment.

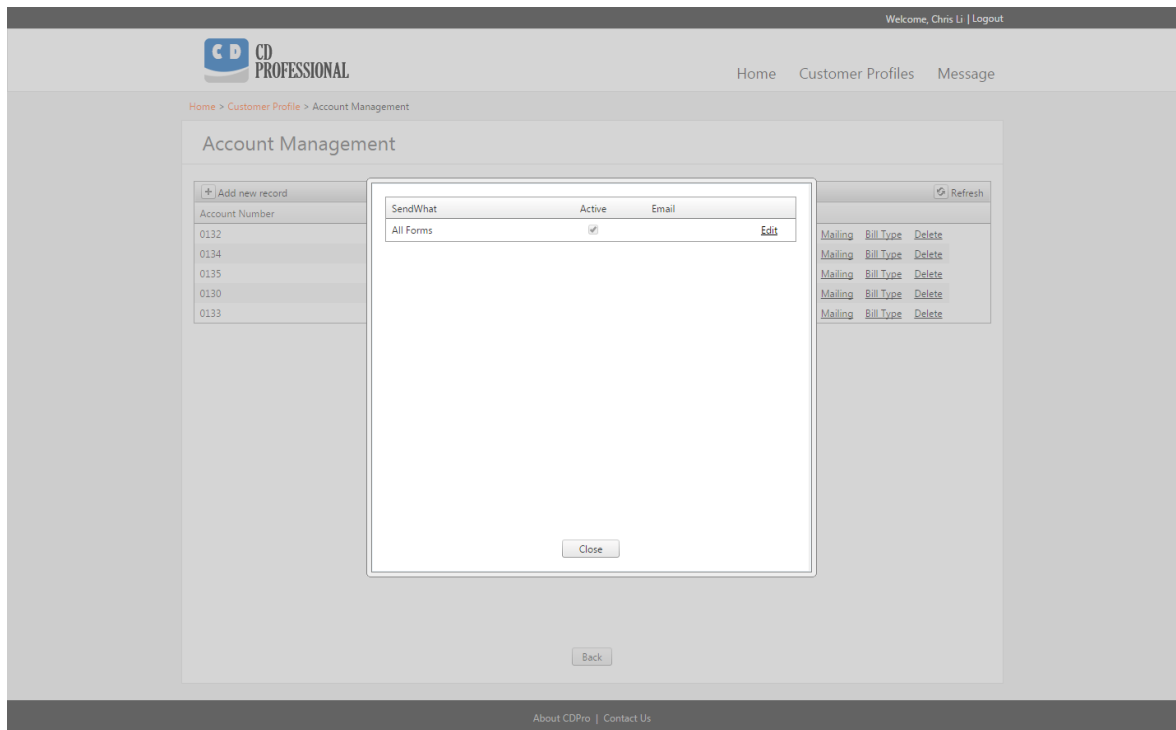
Limit field is the high payment amount limit and used to control the payment amount to make it never exceed the limit. If Limit field is set to \$0.00 represents there is no high payment amount limit for recurring payment.

Please select "Save" to confirm updated information. Then select "Close" to exit the screen when finished. If you want to remove all the saved settings, please select "Clear".

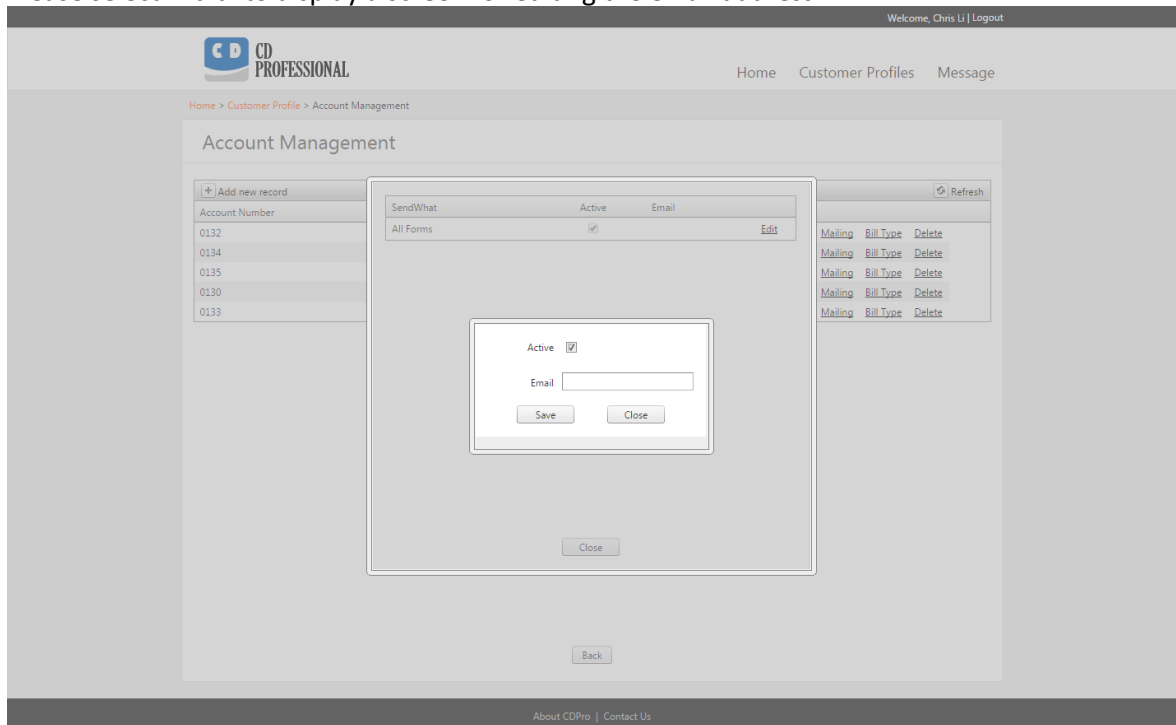
For managing e-mail address info:

Please select "Mailing" of the selected account to display a screen where you can view and edit Email Address.





Please select "Edit" to display a screen for editing the email address



Please select "Active" to enable the email address to be used for sending e-billing (electronic bills). You may also create a new email address to replace previous information that has changed. Please select "Save" to confirm updated information. Then select "Close" to exit the screen when finished.



For managing utility bill types:

Please select “Bill Type” to display a screen where you may edit the version of utility billing that’s attached to the selected account.

The screenshot shows the CD Professional Account Management interface. At the top, there is a navigation bar with the CD Professional logo, a user greeting "Welcome, Chris Li | Logout", and links for "Home", "Customer Profiles", and "Message". Below this is a breadcrumb trail: "Home > Customer Profile > Account Management". The main content area is titled "Account Management" and contains a table with the following data:

Account Number	Merchant Name	Description	Recurring	Mailing	Bill Type	Delete
0132	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0134	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0135	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0130	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete
0133	Vaughn Water Company	Water Charge	Recurring	Mailing	Bill Type	Delete

Below the table, a modal dialog box is open, titled "Bill Type". It features a dropdown menu currently set to "All", and two buttons: "Save" and "Close".

Please select “Bill Type” to designate the preferred billing type from the drop-down list (email Bill, Paper Bill or All).

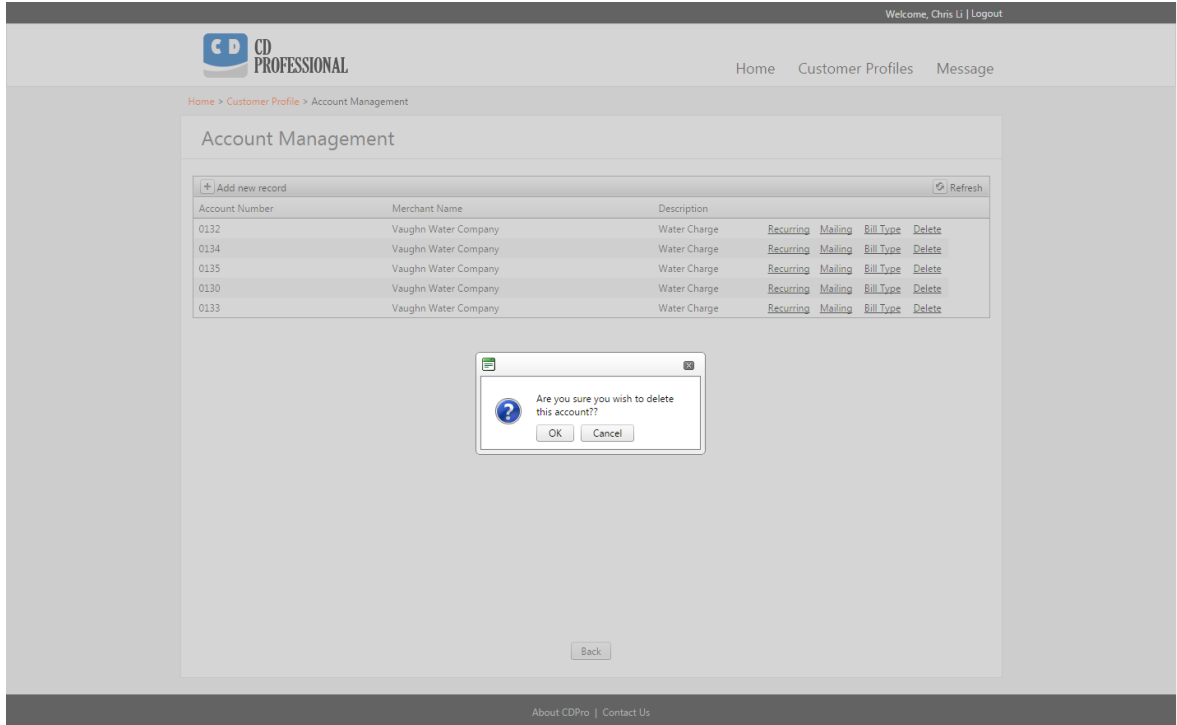
Then select “Save” to confirm the bill type has been updated.

Please select “Close” to exit the screen.

For deleting accounts:

Please select “Delete” in order to remove a selected account from the list. This will result in the selected account no longer being displayed.

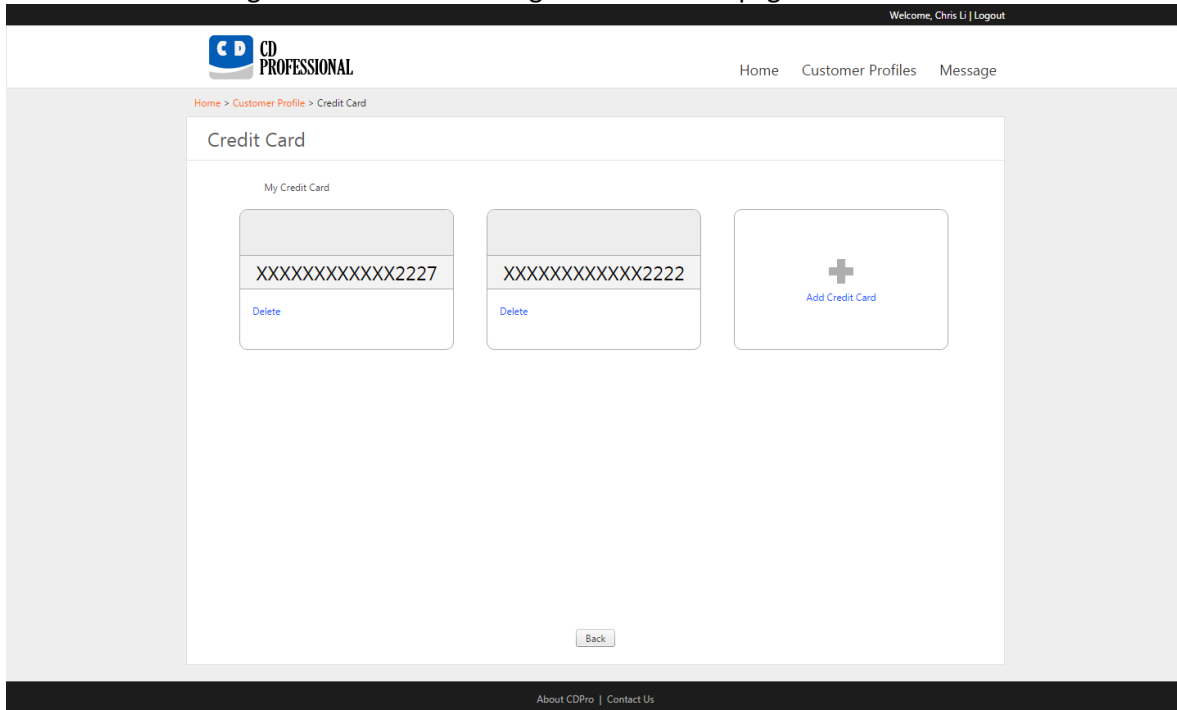




Please select “OK” to remove the designated account from the list or choose “Cancel” to abort the operation.
Please select “Refresh” to see the updated page view or choose “Back” to return to the system home page.

For managing credit cards:

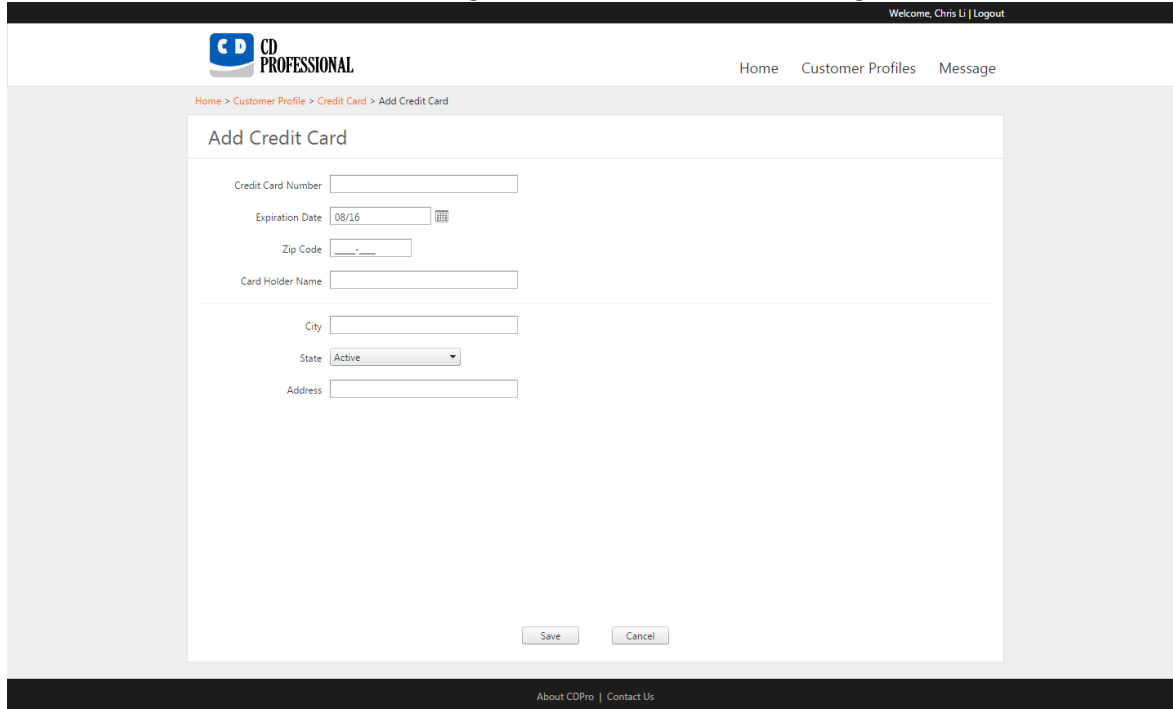
Please select “Manage Your Credit Card” to go to Credit Card page.



Please select “Delete” to remove selected credit card information or select “Back” to return to the customer profile page.

For adding credit cards:

Please select “Add Credit Card” to designate a new credit card for billing.



The screenshot shows the 'Add Credit Card' form within the CD Professional web application. The page header includes the CD Professional logo, navigation links for Home, Customer Profiles, and Message, and a user greeting 'Welcome, Chris Li | Logout'. The breadcrumb trail is 'Home > Customer Profile > Credit Card > Add Credit Card'. The form itself is titled 'Add Credit Card' and contains the following fields: 'Credit Card Number' (text input), 'Expiration Date' (calendar icon, showing 08/16), 'Zip Code' (text input), 'Card Holder Name' (text input), 'City' (text input), 'State' (dropdown menu, currently set to 'Active'), and 'Address' (text input). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page contains 'About CDPro | Contact Us'.

Please enter corresponding information and then select “Save” to add the new card or select “Cancel” to abort the operation and return to the Credit Card screen.

For managing check info:

Please select “Manage Your Check” to go to Check page.

Welcome, Chris Li | Logout

CD PROFESSIONAL

Home Customer Profiles Message

Home > Customer Profile > Check

Check

My Check

XXXXX1111
Delete

XXXXX2222
Delete

+
Add Check

Back

About CDPro | Contact Us

Please select “Delete” to remove selected check information or select “Back” to return to the Customer Profile page.

For adding check info:

Please select “Add Check” to designate a new check for billing.

Welcome, Chris Li | Logout

CD PROFESSIONAL

Home Customer Profiles Message

Home > Customer Profile > Check > Add Check

Add Check

Customer

Bank Routing

Account

State

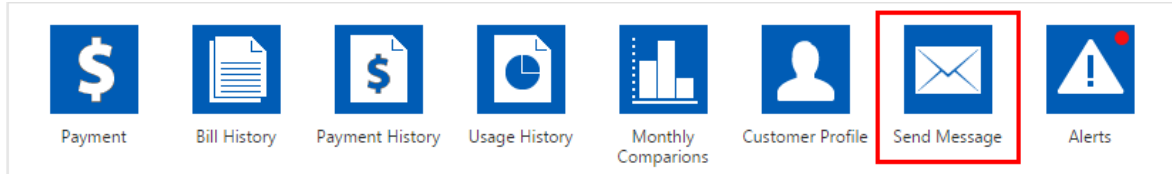
Save Cancel

About CDPro | Contact Us

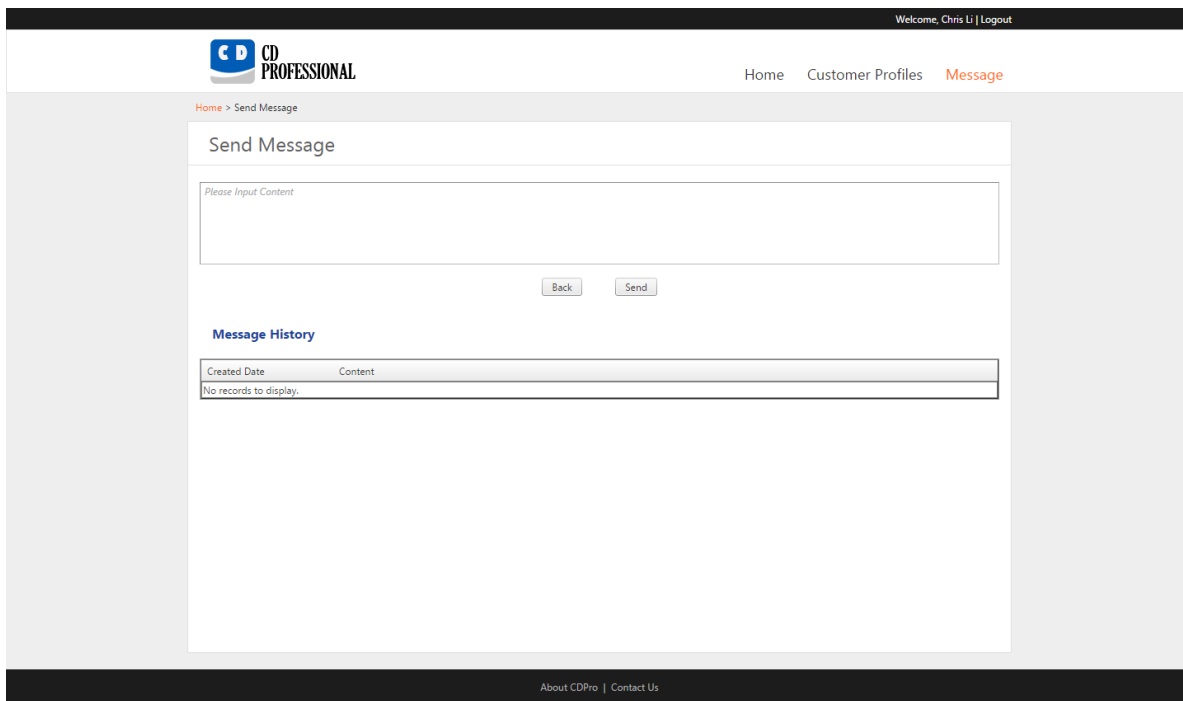
Please enter the corresponding information and then select “Save” to add the check info or select “Cancel” to abort the operation and return to the Customer Profile screen.



Section 1.9 Send Message



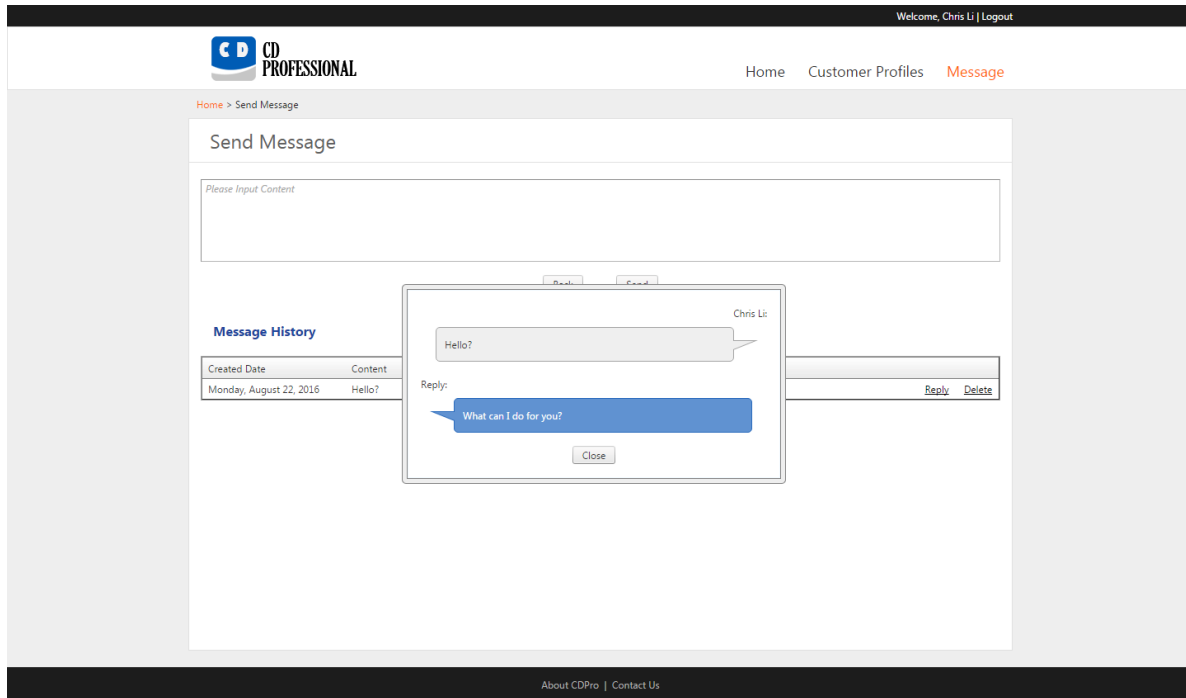
Please select the “Send Message” icon to go to the Send Message page.



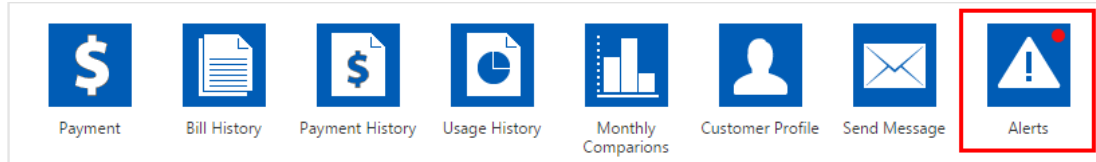
For sending messages to your utility provider, simply create your message content and select “Send”. The message will be delivered to your utility provider’s customer service inbox for review and response. Please select “Back” to return to the system home page.

Message History Information Management

Please select “Reply” to view message responses from your utility provider.

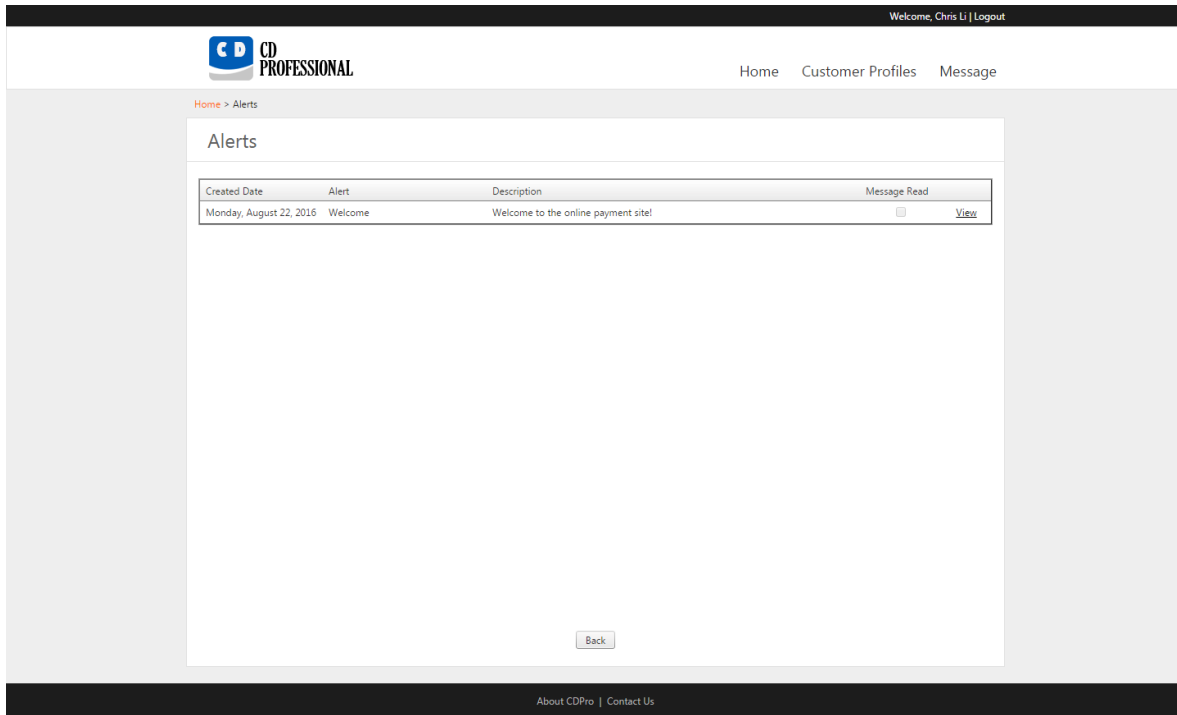


Section 1.10 Alerts

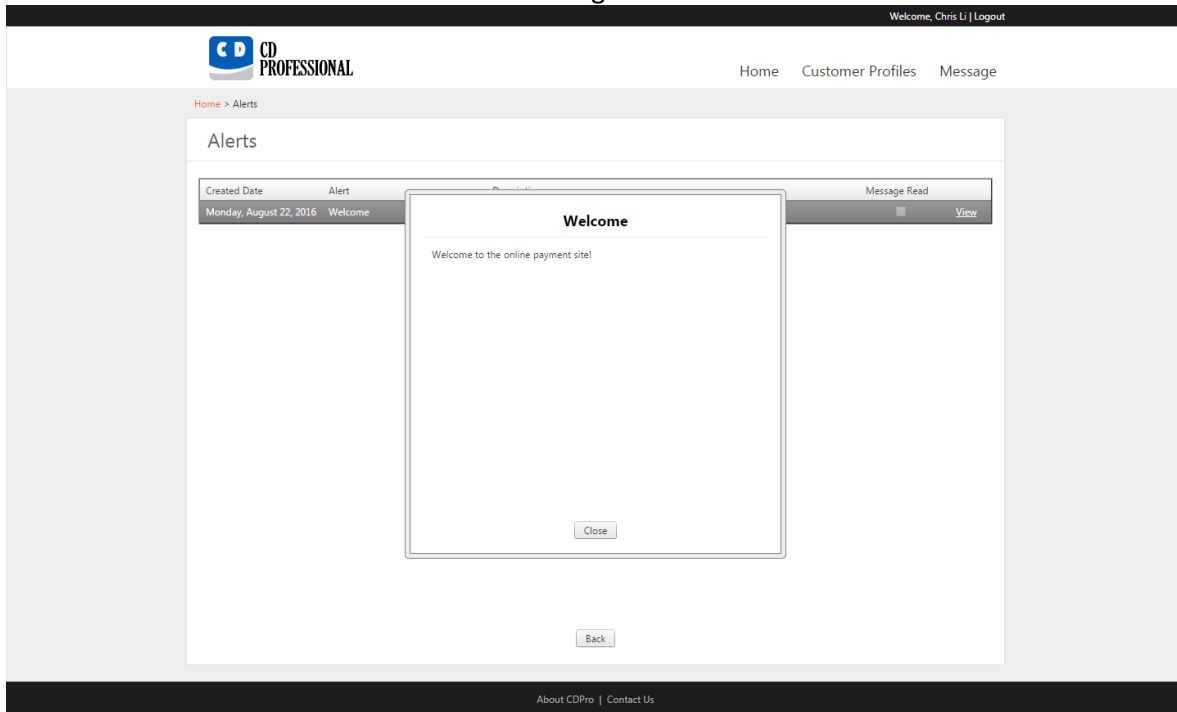


Please select the “Alerts” icon to go to the Alerts page. A flashing red dot located in the upper right-hand corner of the icon indicates you have unread messages for review.





Please choose "View" to read the selected message.



Whenever you access and view individual system messages, a box titled: "Message Read" will be automatically checked to indicate messages that have been viewed. Please select "Back" to return to the system home page.