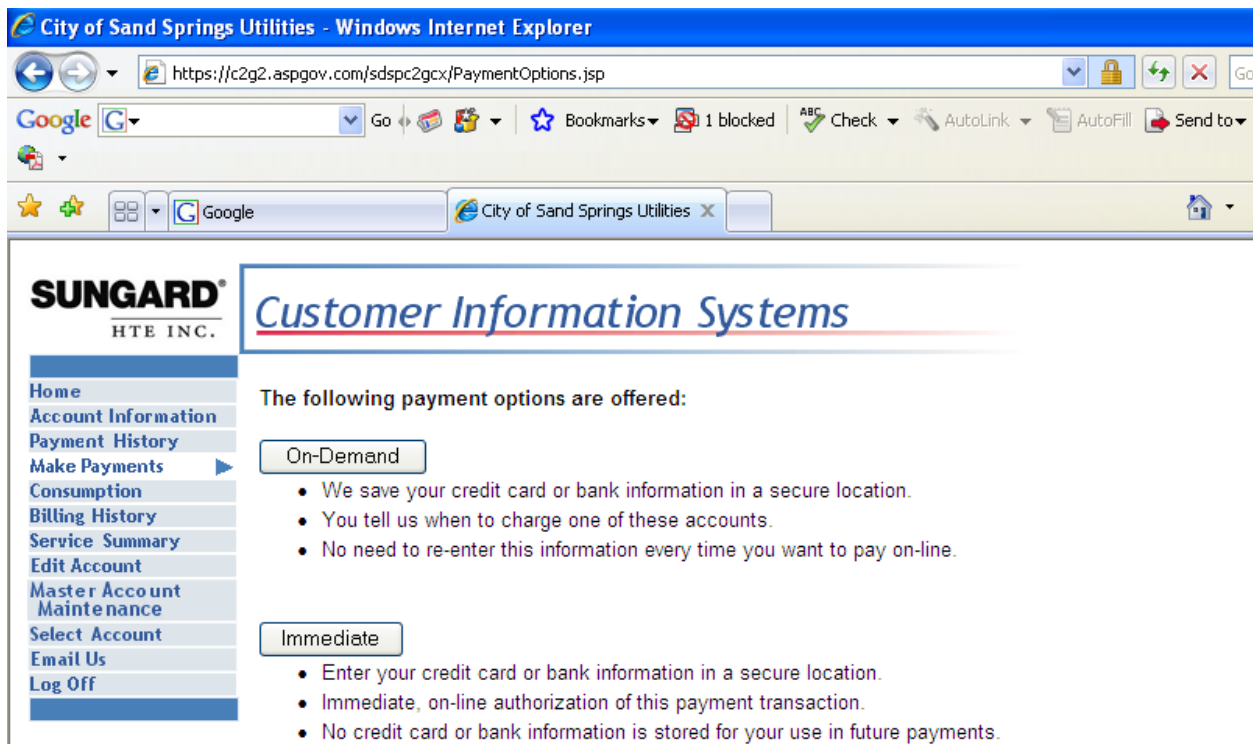


City of Sand Springs

Click2Gov On-Line Utility Bill Payment

1. After creating PIN and enabling account you may then log into Click2Gov, the screen should have your account information along with the amount due. To view the statement click “Last Bill”. If everything is accurate click “Make Payments”. This will give you two options for making payments.
 - “On Demand” option allows you to save your credit card or bank information for quicker bill payment.
 - “Immediate” option prompts you to enter your credit card or bank information each time you make an on-line payment.
2. If selecting the “On Demand” option follow the instructions below. If you opt the “Immediate” payment option you will skip steps 3, 4 and 5. You will follow instructions starting with step 6. You will also be required to enter your credit card information each time you want to make a payment.



The screenshot shows a web browser window titled "City of Sand Springs Utilities - Windows Internet Explorer". The address bar shows the URL: <https://c2g2.aspgov.com/sdspc2gcx/PaymentOptions.jsp>. The browser's search bar contains "Google". The page content includes the SUNGARD HTE INC. logo and the text "Customer Information Systems". A navigation menu on the left lists: Home, Account Information, Payment History, Make Payments (highlighted), Consumption, Billing History, Service Summary, Edit Account, Master Account Maintenance, Select Account, Email Us, and Log Off. The main content area displays "The following payment options are offered:" with two options: "On-Demand" and "Immediate".

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HTE INC.

Customer Information Systems

The following payment options are offered:

- We save your credit card or bank information in a secure location.
- You tell us when to charge one of these accounts.
- No need to re-enter this information every time you want to pay on-line.

- Enter your credit card or bank information in a secure location.
- Immediate, on-line authorization of this payment transaction.
- No credit card or bank information is stored for your use in future payments.

3. Select a "Notification Option" then proceed to "Select a Payment Type". Then click "Add"

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HTE INC.

Customer Information Systems

Account Number: 12345-9876
Customer: DOE, JOHN & JANE
Location Address: 123 ANY ST.
SAND SPRINGS, OK
Phone Number: (918) 246-XXXX

Notification Options:

Notify me by email on change.
 Notify me by email when a transaction is posted.

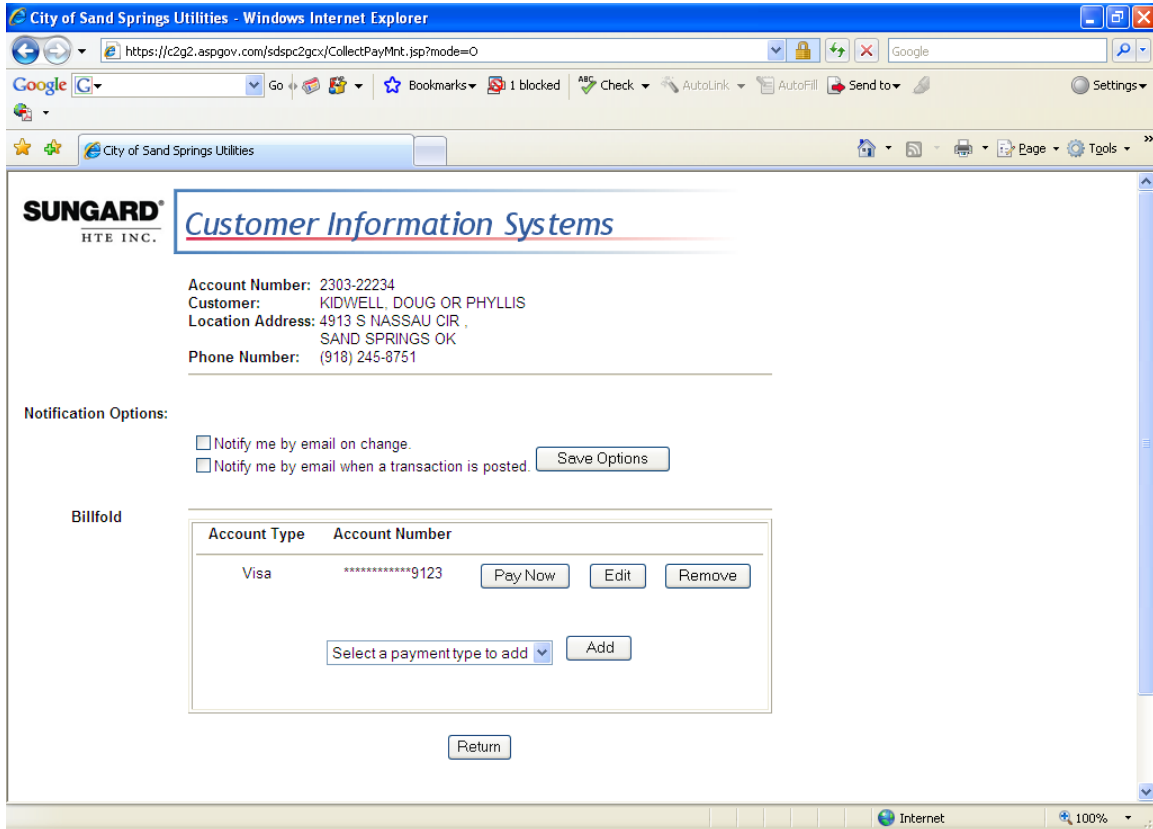
Save Options

Billfold

Account Type	Account Number
Select a payment type to add	Add

Return

4. You can now select “Pay Now” to make a payment, “Edit” to change card information, “Remove” to remove card information, or “Add” to add additional cards.
5. “Pay Now”, will then take you to the screen to enter payment amount and continue with transaction.



6. Enter payment amount and click "Continue".

SUNGARD
HTE INC.

Customer Information Systems

- Home
- Account Information
- Payment History
- Make Payments
- Consumption
- Billing History
- Service Summary
- Edit Account
- Master Account Maintenance
- Select Account
- Email Us
- Log Off

Please confirm the amount of your payment.

Payment Amount:

- You will then come to a "Transaction Overview". If everything is correct, you will then click "Complete Transaction" only once to finalize the transaction and proceed to a printable receipt page.

SUNGARD
HTE INC.

Customer Information Systems

If everything is correct, click the 'Complete Transaction' button below. This will finalize the transaction and bring you to a printable receipt page.

Transaction Overview

Account Number	12345-9876
Customer	DOE, JOHN & JANE
Address	123 ANY ST
Payment Amount	38.85

Payment Method

Charge To	VISA *****9123
Account Holder	DOE, JOHN
Billing Address	123 ANY ST, SAND SPRINGS, OK 74063

After clicking the 'Complete Transaction' button, please wait for the receipt page to appear. This may take a few minutes.

9. This is the final page that you will want to print and keep for your payment records.

SUNGARD
HTE INC.

Customer Information Systems

Thank you for your payment. Please print this page for your records. Once you navigate away from this page this data will be lost.

Transaction Overview

Account Number	12345-9876
Customer	DOE, JOHN & JANE
Address	123 ANY ST
Payment Amount	38.85
Payment Date	1/8/2008

Payment Method

Charged To	VISA *****9123
Account Holder	DOE, JOHN
Billing Address	123 ANY ST. SAND SPRINGS, OK 74063

Authorization Results

[Return](#)

Remember if using the “On-Demand” payment option, you will only need to enter the three digit code from the back of your credit card for future payments.

