

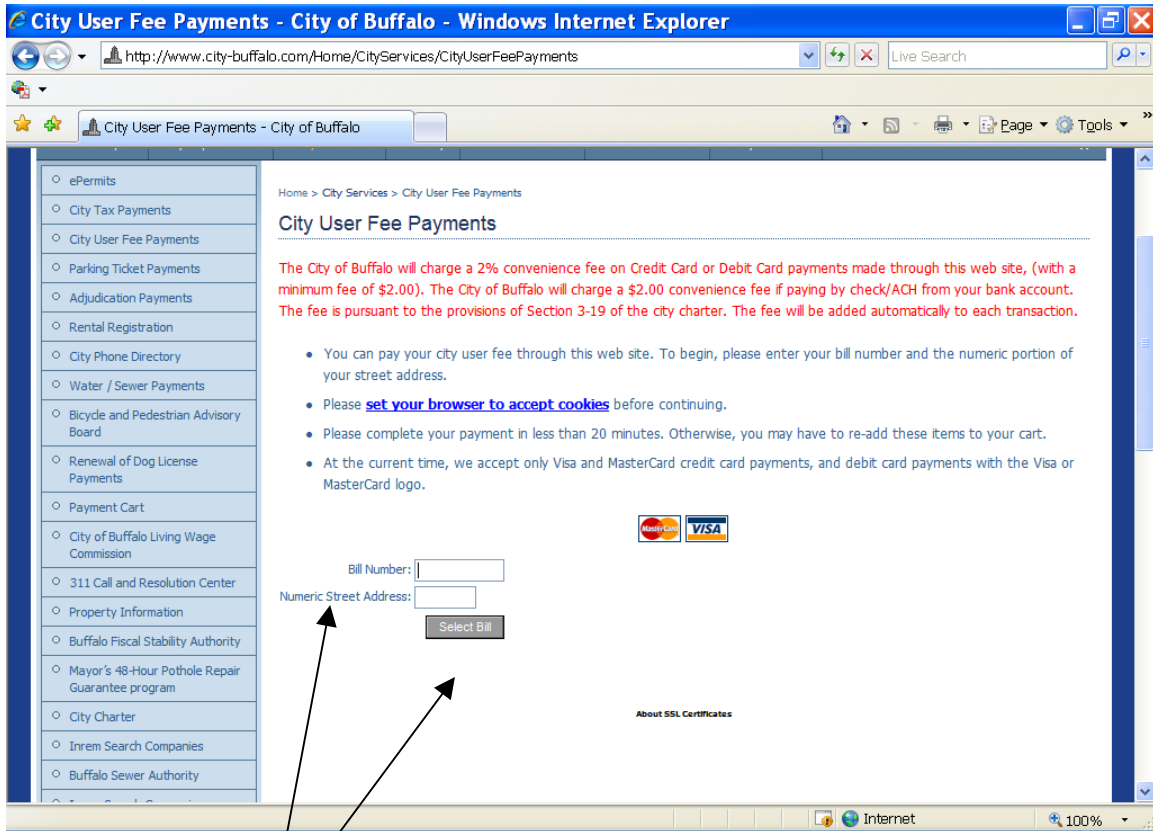
INSTRUCTIONS HOW TO MAKE CITY USER FEE PAYMENTS ON-LINE

The screenshot shows the City of Buffalo website interface. At the top left, the logo reads "City of Buffalo" and "Mayor Byron W. Brown". A navigation bar contains links for "Leadership", "City Departments", "City Services", "Our City", "News and Calendar", "CitStat Buffalo", and "My Profile". A search bar is located on the right side of the navigation bar.

On the left side, there is a "Services For..." menu with categories: "Businesses", "Residents", "Visitors", "Kids", and "Seniors". Below this is an "Other Resources..." menu with the following items: "Property Information", "City Tax Payments", "Parking Ticket Payments", "City User Fee Payments", "Water / Sewer Payments", "ePermits", "Adjudication Payments", "Rental Registration", "Renewal of Dog License Payments", "Mayor's Call and Resolution Center", "Reading Rules! 2008 Kids Summer Reading Challenge", "How to Reduce Your Property Taxes", and "Comptroller SanFilippo's Fraud,".

The "City User Fee Payments" option is highlighted with a blue background and a white arrow pointing to it from the text below. The main content area features a "Welcome" message from Mayor Byron W. Brown, a "Spotlight In Buffalo" section with news items, and an "Events and Attractions" section. On the right side, there are sections for "Calendar of Events...", "City Leaders..." (featuring the City Comptroller and Council President), and "Latest News...".

Click on City User Fee Payments



Type in your bill number and numeric street address

Click on Select Bill

City User Fee Payments - City of Buffalo - Windows Internet Explorer

http://www.city-buffalo.com/Home/CityServices/CityUserFeePayments

City User Fee Payments - City of Buffalo

Mayor Byron W. Brown

Leadership City Departments City Services Our City News and Calendar CitiStat Buffalo My Profile

ePermits
City Tax Payments
City User Fee Payments
Parking Ticket Payments
Adjudication Payments
Rental Registration
City Phone Directory
Water / Sewer Payments
Bicycle and Pedestrian Advisory Board
Renewal of Dog License Payments
Payment Cart
City of Buffalo Living Wage Commission
311 Call and Resolution Center
Property Information
Buffalo Fiscal Stability Authority
Mayor's 48-Hour Pothole Repair Guarantee program

Home > City Services > City User Fee Payments

City User Fee Payments

[Current Bill](#) | [FAQ](#) | [Change Address](#)

Public User Fee

Served At: 154 HEATH	Owner:
Bill Number: 07105200	Billing Date: 7/1/2008
Installment Period: JUL.1 - SEP.30	Due Date: 8/15/2008
ONE FAMILY DWELLING	Quarterly Amount: (\$127.68)
Total Quarterly Installment: \$42.56	Amount Paid: \$0.00
	Total Due: (\$127.68)
View Previous Outstanding Bills	Amount to Pay: \$0.00

Fill in Amount to Pay

Click on Add To Payment Cart

Payment Cart - City of Buffalo - Windows Internet Explorer

https://www.ci.buffalo.ny.us/applications/cobcart/default.aspx

Payment Cart - City of Buffalo

Payment Cart

- To remove a product, select the checkbox on the same line as the product and press the *Update Cart* button.
- To change the quantity of a product, type the new quantity in the corresponding text field and press the *Update Cart* button.
- Please complete your payment in less than 120 minutes. Otherwise, you may have to re-add these items to your cart.
- To enter your credit card information and complete your payment click the *Check Out* button.
- The City of Buffalo will charge a 2% convenience fee on credit card payments made through this web site (with a minimum of \$2.00), or a flat \$2.00 convenience fee if paying by check/ACH debit from your bank account. The fee is pursuant to the provisions of Section 3-19 of the City Charter. The fee will be added automatically to each transaction. If you are paying multiple items in the same transaction you will be charged the convenience fee only one time.
- NEW!** To pay by check, you need to have an account setup. Click on the *Register* link if you would like to create a new account. If you have previously created an account, simply login to access your account information in the checkout process.

Account Info	Remove	Product Name	Unit Price	Qty.	Sub-Total
07105200	<input type="checkbox"/>	User Fee Payment	\$5.00	1	\$5.00
					Sub-Total: \$5.00
					Convenience Fee: \$2.00
					Total: \$7.00

Clear Cart More Payments Update Cart Check Out

NEW! To pay by check, you need to have an account setup. Click on the *Register* link if you would like to create a new account. If you have previously created an account, simply login to access your account information in the checkout process.

Login

Email:

Password:

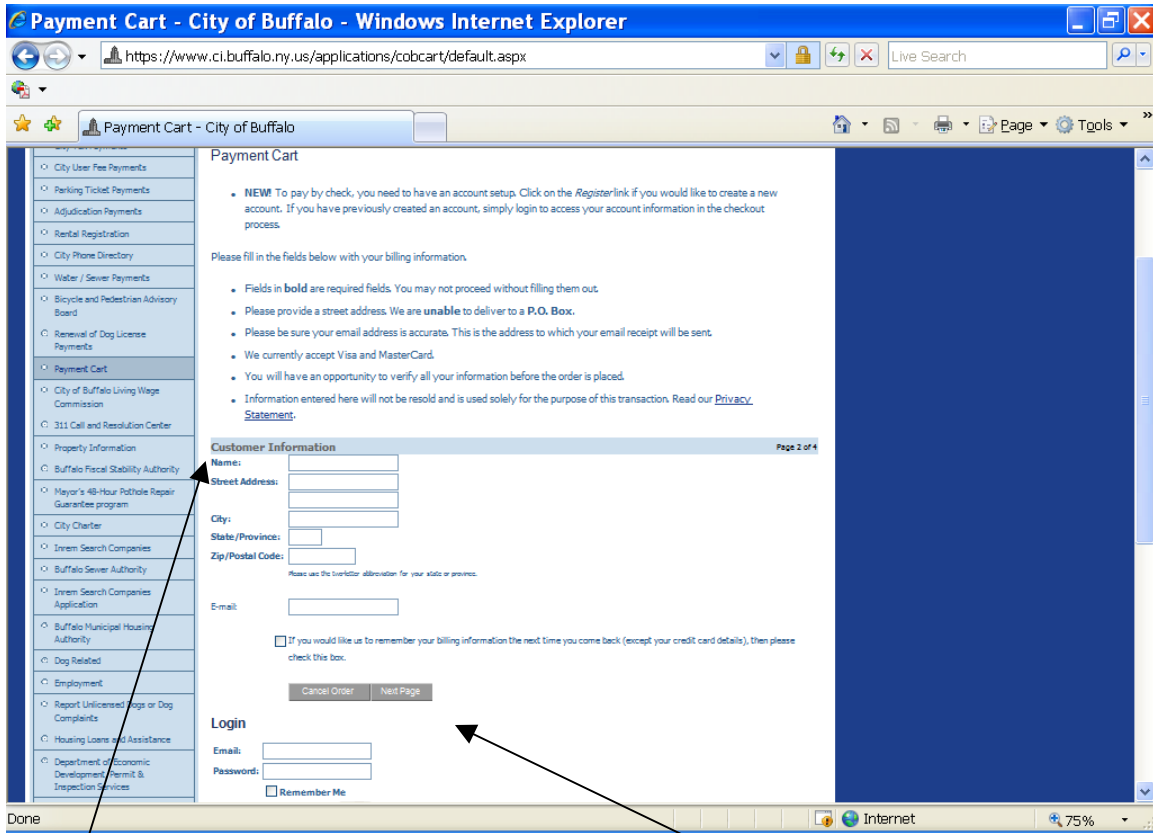
Remember Me

[Register to pay with your bank account](#)

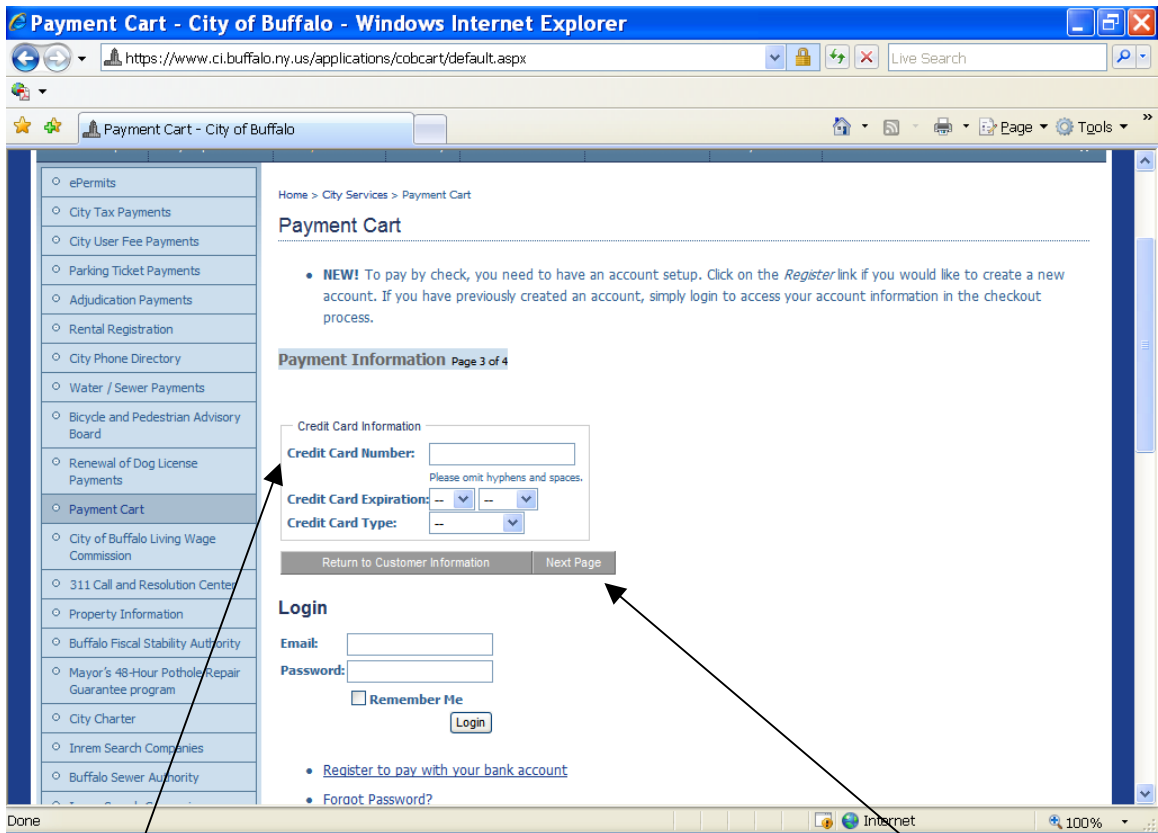
[Forgot Password?](#)

Verify all items and click Check Out

If you choose to pay with your bank account click to register and follow instructions starting on page



Enter your customer information and click Next Page



Enter in your payment information and click on Next Page

Payment Cart - City of Buffalo - Windows Internet Explorer

https://www.ci.buffalo.ny.us/applications/cobcart/default.aspx

Payment Cart - City of Buffalo

Please verify the information below.

Order Verification

Page 4 of 4

Customer Information:
Kenneth Sprague
154 Heath
Buffalo, NY 14214

Credit Card Information:
Credit Card Number: *****2129
Credit Card Expiration Date: 01/2012
Credit Card Type: Visa

Change Customer Information

Account Info	Remove	Product Name	Unit Price	Qty.	Sub-Total
07105200	<input type="checkbox"/>	User Fee Payment	\$5.00	1	\$5.00
					Sub-Total: \$5.00
					Convenience Fee: \$2.00
					Total: \$7.00

Change Items in Cart

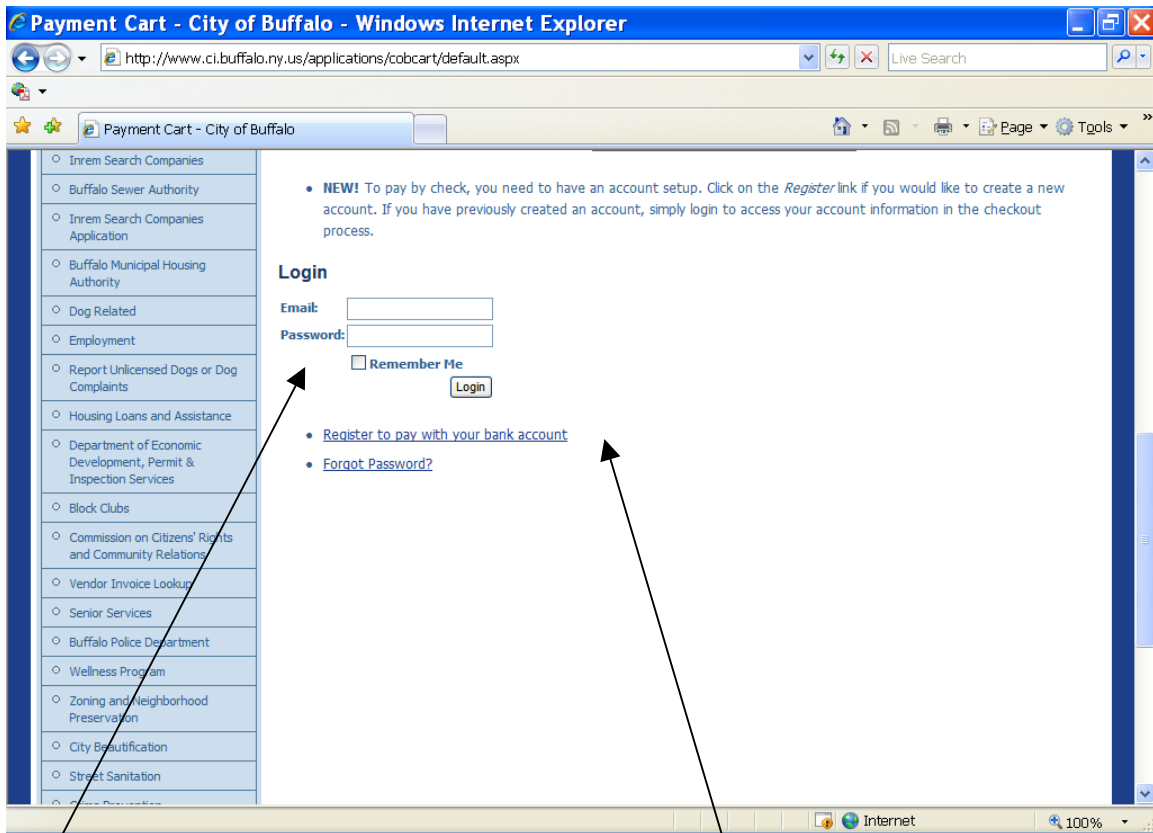
If all the information above is correct, then press the Place Order button once. You will be presented with a receipt and an order number for your records.

Cancel Order Place Order

Login
Email:
Password:
 Remember Me

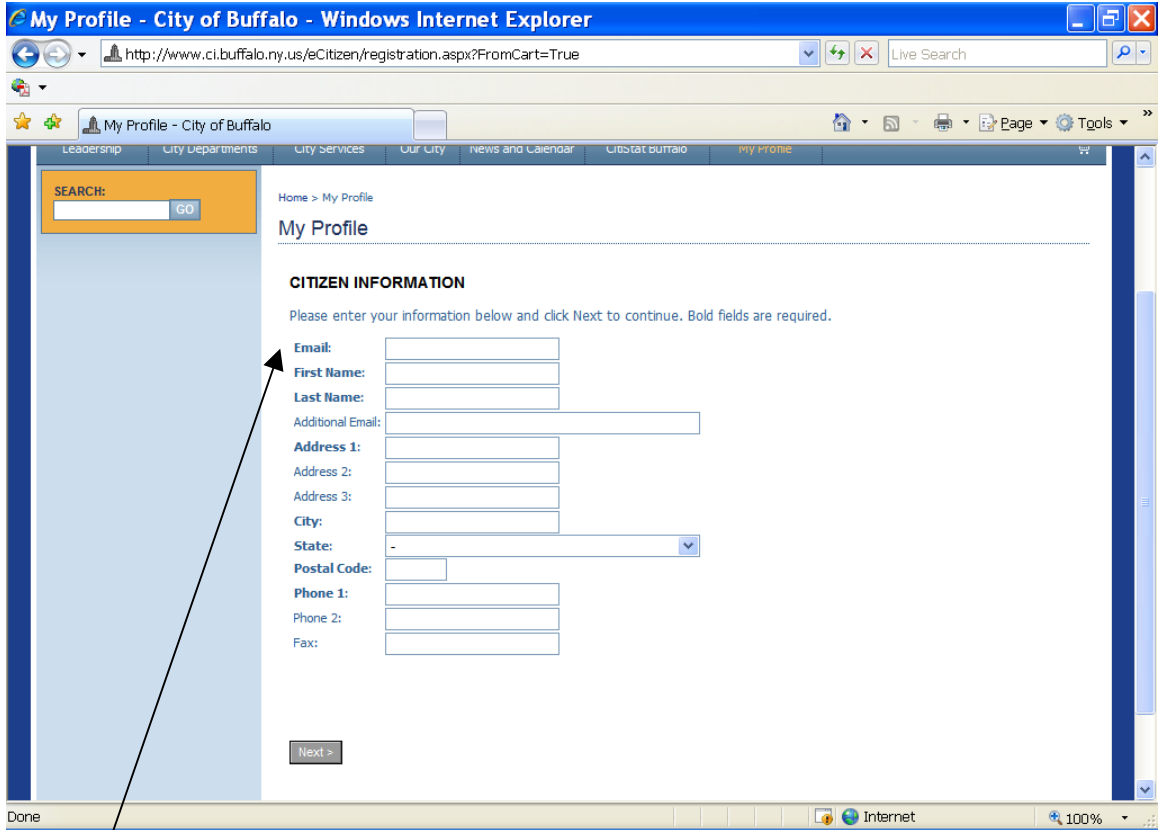
Done Internet 75%

Verify the information is correct and click on Place Order

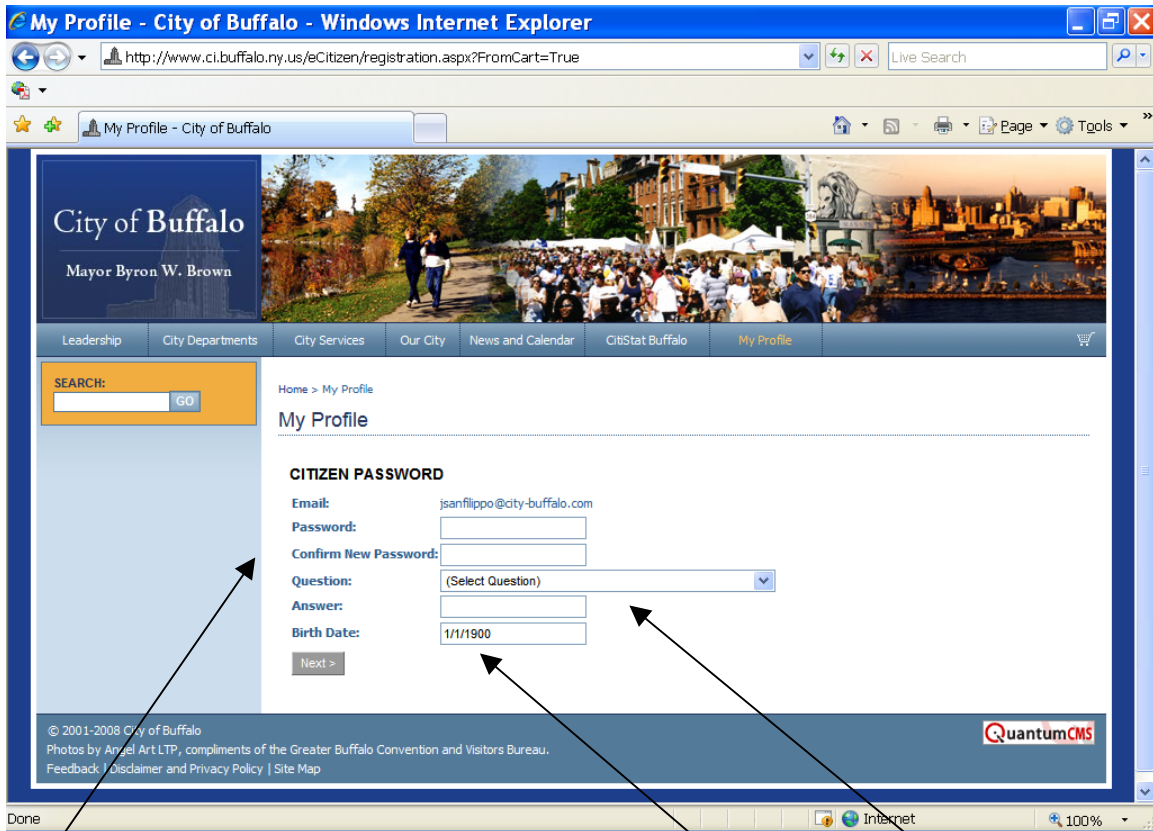


If you are already a registered user, login using your email address and password.

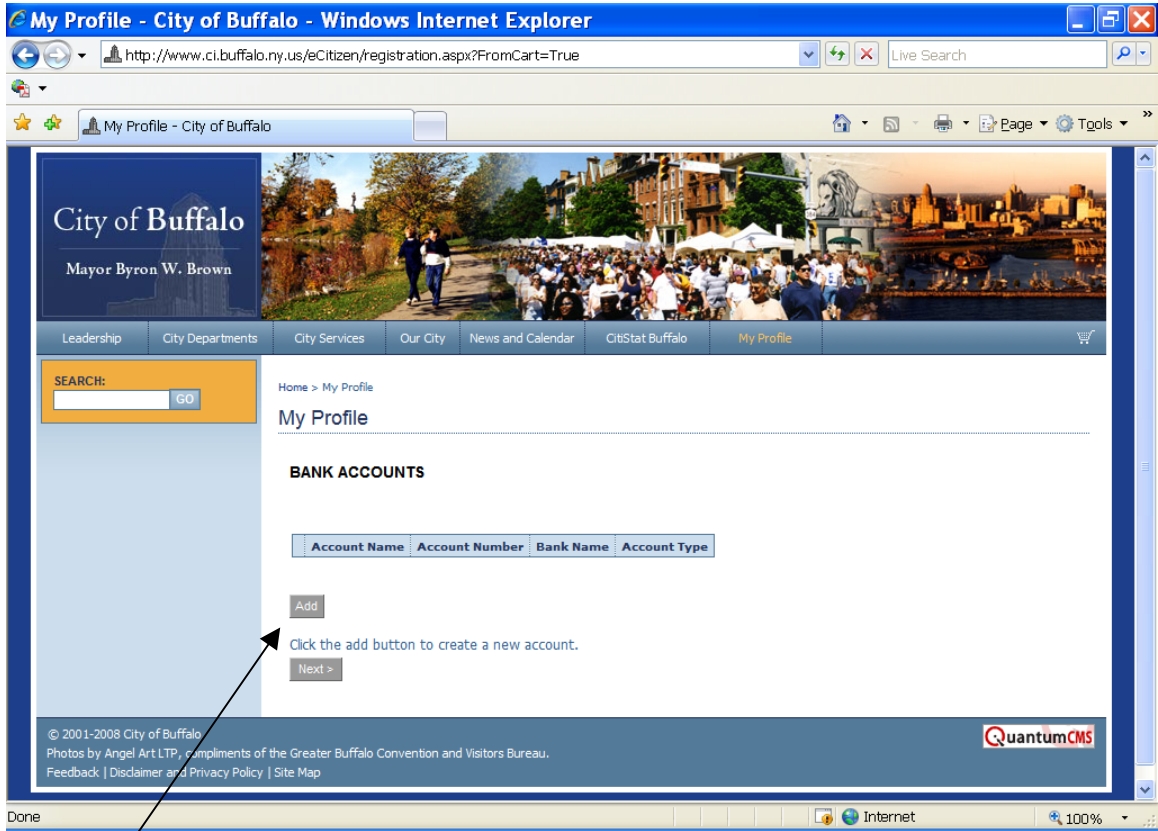
Click on Register to pay with your bank account



Enter your information and click Next



Select a password, confirm the new password. Select a security question by clicking on the down arrow. Give answer to the security question. Enter your birthdate and click Next.



Click the Add button to create an account

BANK ACCOUNTS

Account Name:

Account Type:

Account Number:

Routing Number:

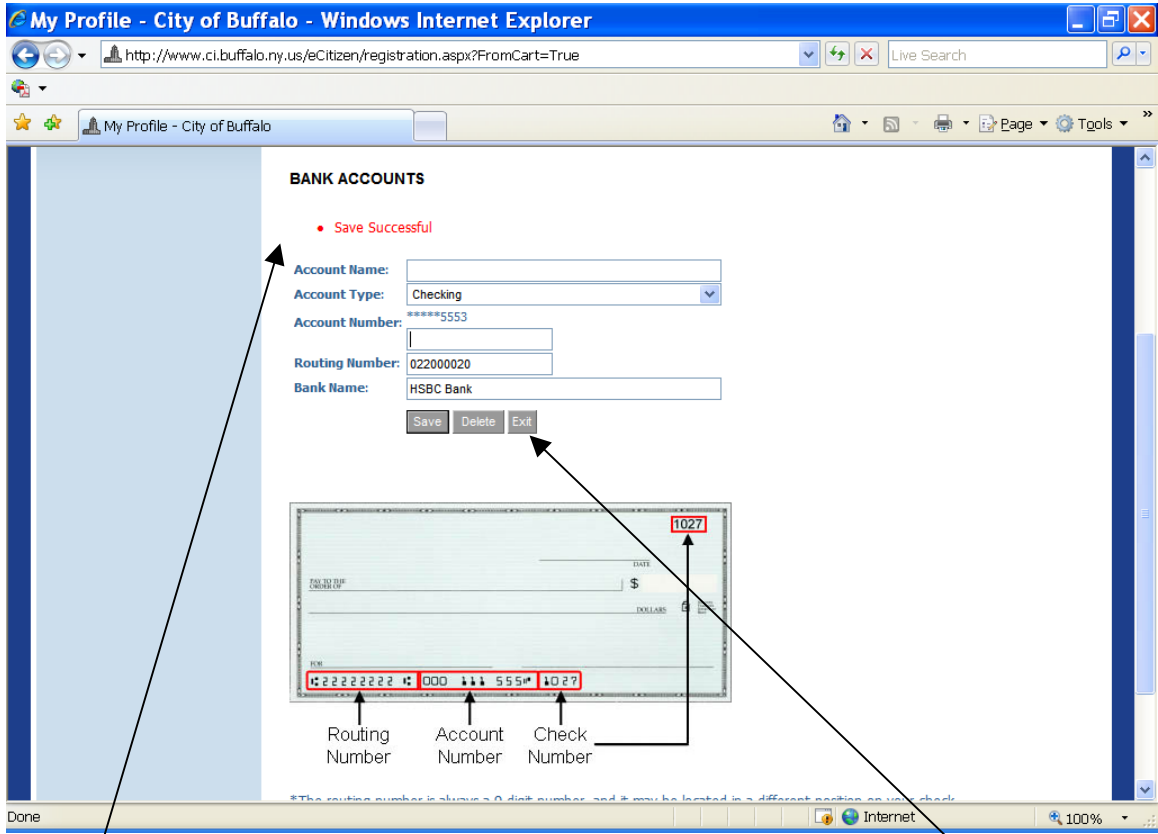
Bank Name:

Save Exit

Routing Number Account Number Check Number

*The routing number is always a 9-digit number, and it may be located in a different position on your check.

Type in your name. Choose the account type from the drop down arrow. Type in your bank account number, routing number, and bank name. Click the Save button.



Will you see a Save Successful message. Click on Exit button.