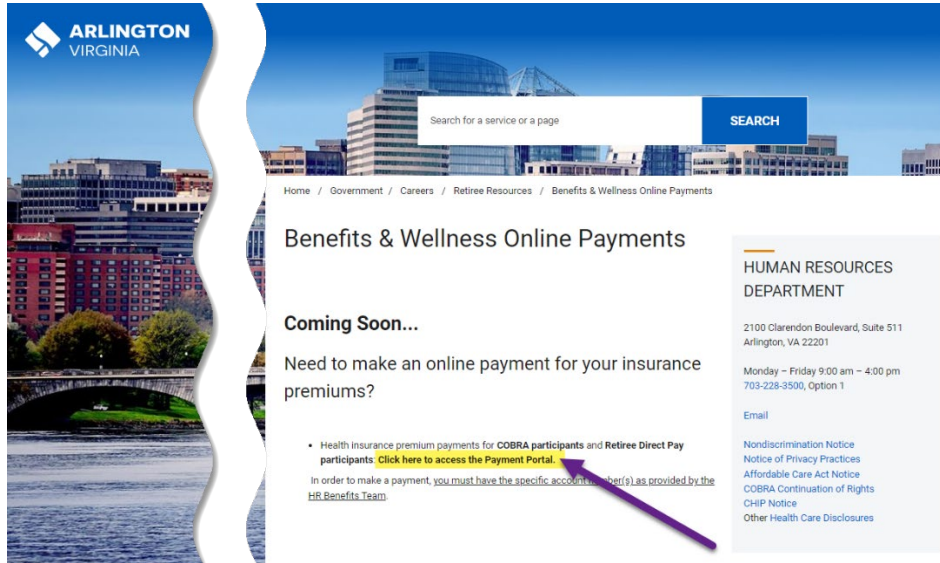


How To: Make a One Time Payment to a Single Account

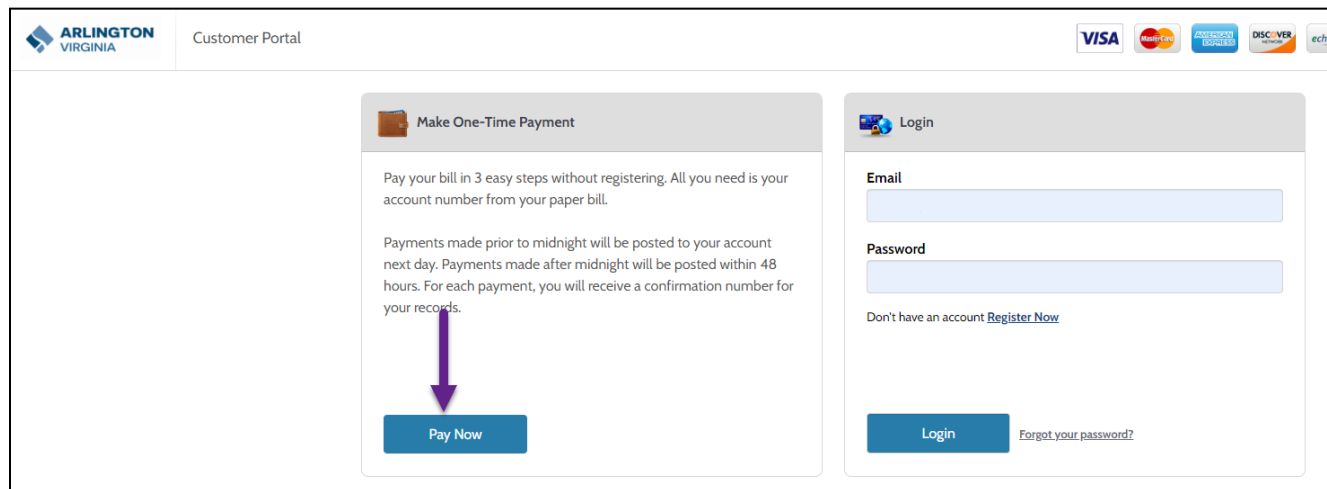


Go to: www.arlingtonva.us/HRDpayments

Click the link to access the online payment portal.



Click the PAY NOW button.



1. In the **Account Information** page, enter your **Account Number**. You must enter the account number in ALL CAPS.

The screenshot shows a web page titled "Health Insurance Premium Payment" with a user icon. Below the title is a grey bar with the same text. A blue medical icon is followed by the text "Health Insurance Premium Payment". Below that is the instruction "Please enter your account number". The "Account Number" label is above a text input field containing "C12345CIG". A green arrow points from the right towards the input field. Below the input field is a blue button labeled "Pay Another Account" with a plus icon. Underneath is a checkbox labeled "Remember my accounts on this device". At the bottom is a blue "Continue" button.

Your account number must be in ALL CAPS

If you have two account numbers (e.g. one for medical insurance and one for dental insurance), then click "Pay Another Account"

2. Select **Continue**.

3. On the **Enter Payment Information** page, enter the **First Name, Last Name, Daytime Phone Number, Zip Code, and Email Address**

Enter Payment Information

All fields are required unless labeled as optional.

First Name Middle Name

Optional

Last Name Daytime Phone Number

ZIP Code

Email Re-Enter email

Payment Components

Health Insurance Premium Payment	Account Number	Date Due	Amount Due	Payment Amount
Health Insurance ...	C13493CIG	Apr 30, 2023	\$776.04	776.04

Payment Method

- eCheck / Bank Account
- Debit Card
- Credit Card
- PayPal
- PayPal Credit
- Venmo
Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after.
- Google Pay

< Back
Continue

Want to use Apple Pay? Sign in from Safari on your iPhone, iPad, or Mac.

Current Bill

Name	Sally Customer
Accounts	C13493CIG

4. In the **Payment Method** section, select a payment method. Depending on the payment method selected, a new payment form displays where you are required to enter additional details.

Payment Method

- eCheck / Bank Account
- Debit Card
- Credit Card
- PayPal
- PayPal Credit
- Venmo
Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after.
- Google Pay

5. Once the payment method is set, select **Continue**.

6. On the **Confirm Payment** page, ensure that all the information on the page is accurate. To change any information, select **Back** and edit the information, as required.

Please Note: A processing fee equal to 2.35% of the amount will be charged for all payment methods except for eCheck/Bank Account. Use eCheck/Bank Account to avoid processing fees.

7. Agree to the **Payment Authorization Terms** by selecting the checkbox next to it.

Confirm Payment

Payment Method *****5454

Use this payment method for future payments.

Payments

Health Insurance Premium Payment	Account Number	Payment Amount	Paymentus Fee
Health Insurance Premium Payment	C13493CIG	\$776.04	\$18.24

Payment Amount \$776.04 + Paymentus Fee \$18.24 = Total Amount \$794.28

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the Payment Authorization Terms

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.
Click the **PAY** button to complete your payment.

[< Back](#) [Pay \\$794.28](#)

Current Bill

Name Sally Customer

Accounts C13493CIG

8. Select **Pay**. The **Payment Receipt** page displays confirming that the payment was successful

Payment Receipt

Your payment has been accepted

Confirmation #	75111763
Health Insurance Premium Payment	Health Insurance Premium Payment
Account #	C13493CIG
Status	Accepted
Payment Date	Apr 20, 2023 - 1:34:59 PM
Payment Method	MasterCard *****5454
Payment Amount	\$776.04
Service Fee	\$18.24
Total Amount Charged	\$794.28

[Print](#) [Make Another Payment](#) [Back to home](#)

From the **Payment Receipt** page, you can:





- Continue to make another payment by selecting **Make another Payment**.
- Print the page by selecting **Print**.
- Return to the **Home** page by selecting **Back to home**.

How To: Make a Payment via Credit or Debit Cards

1. In the **Payment Method** section, select **Credit Card** or **Debit Card**.
2. Then, enter the **Card Number**, **CVV (Card Verification Value)**, **Expiration Date**, and **Card Holder Name**.

Payment Method

echeck *****7890

    Credit Card

Card Number CVV





Expiration Date



Card Holder Name


How To: Make a Payment via eCheck

1. In the **Payment Method** section, select **eCheck**.
2. Select which account you want to use, **Checking** or **Savings**.
3. Then, enter a **Routing Number**, **Account Number**, **Bank Name**, and **Account Holder Name**.

Payment Method

    Credit Card

  Debit Card

 eCheck / Bank Account

Where can I find the below information?

Checking

Savings

Routing Number

Account Number

Bank Name

Account Holder Name











How To: Make a Payment via PayPal or PayPal Credit

1. In the **Payment Method** selection, select **PayPal** or **PayPal Credit**.

Notes:

- When selecting *PayPal* or *PayPal Credit*, the **Continue** button changes into **PayPal** or **PayPal Credit** respectively. This only applies to the initial login into PayPal.
- If the *PayPal* account already exists as a wallet entry, the **Continue** button will not change

PayPal Selected

Payment Method	
<input type="radio"/>    	Credit Card
<input type="radio"/>  	Debit Card
<input type="radio"/> 	eCheck / Bank Account
<input checked="" type="radio"/> 	PayPal
<input type="radio"/> 	PayPal Credit
<input type="radio"/> 	Venmo











Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after [?](#)

[Why are some payment methods disabled?](#)

[< Back](#)

You will continue under the PayPal Terms and Conditions.

PayPal Credit Selected

Payment Method	
<input type="radio"/>    	Credit Card
<input type="radio"/>  	Debit Card
<input type="radio"/> 	eCheck / Bank Account
<input type="radio"/> 	PayPal
<input checked="" type="radio"/> 	PayPal Credit
<input type="radio"/> 	Venmo

Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after [?](#)

[Why are some payment methods disabled?](#)

[< Back](#)

You will continue under the PayPal Terms and Conditions.

2. You are redirected to the third party's login page. In the pop-up window that displays, log into your PayPal account.



Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Stay logged in for faster purchases [?](#)

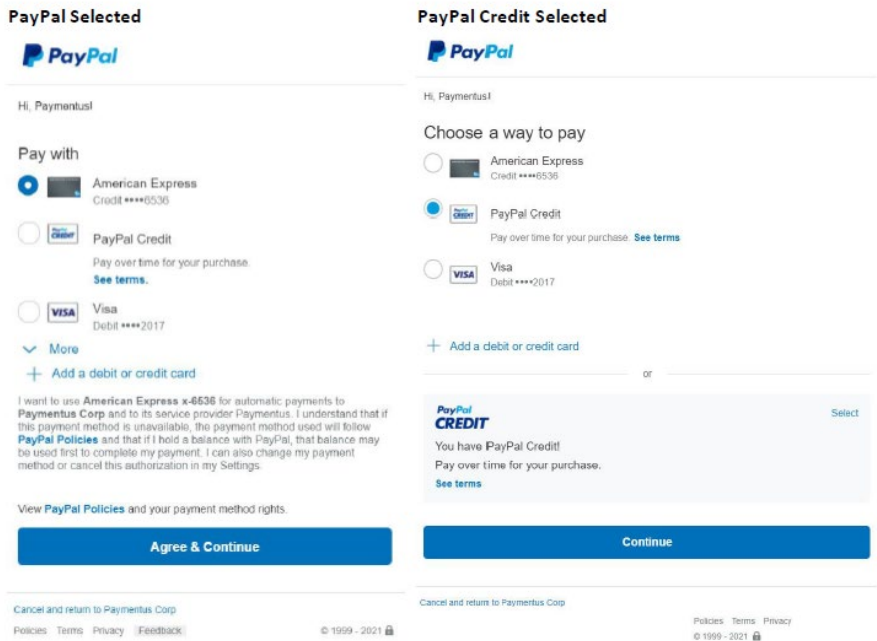
[Having trouble logging in?](#)

or

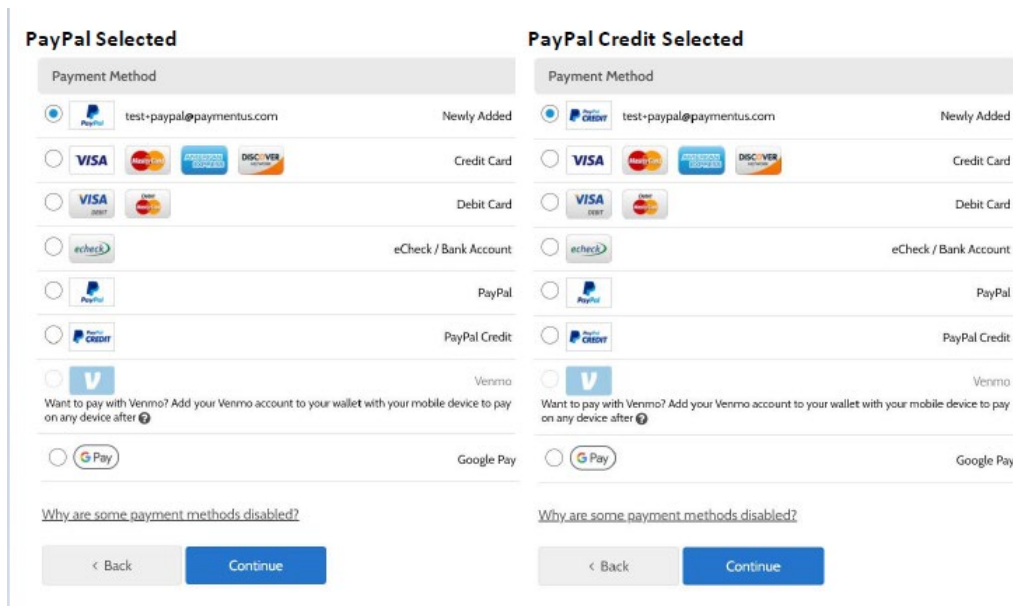
[Cancel and return to Paymentus Corp](#)

[English](#) | [Français](#) | [Español](#) | [中文](#)

3. Select the payment method that you want to use.



4. Select **Agree & Continue**. The pop-up window closes and the payment method is automatically added to the list of available payment methods



How To: Make a Payment via Venmo

Note: Venmo is only accessible from a mobile device within the United States. If using any other device, Venmo will be grayed out.

1. In the **Payment Method** section, select **Venmo**.

The screenshot shows a 'Payment Method' selection screen. At the top is a header 'Payment Method'. Below it are six radio button options, each with a logo and a label: 'Credit Card' (with VISA, MasterCard, and American Express logos), 'eCheck / Bank Account' (with echeck logo), 'Debit Card' (with VISA DEBIT and MasterCard logos), 'PayPal' (with PayPal logo), 'PayPal Credit' (with PayPal Credit logo), and 'Venmo' (with the Venmo 'v' logo). The 'Venmo' option is selected, indicated by a blue dot in the radio button and a blue button labeled 'venmo' below it. At the bottom is a gray button labeled '< Back'.

Notes:

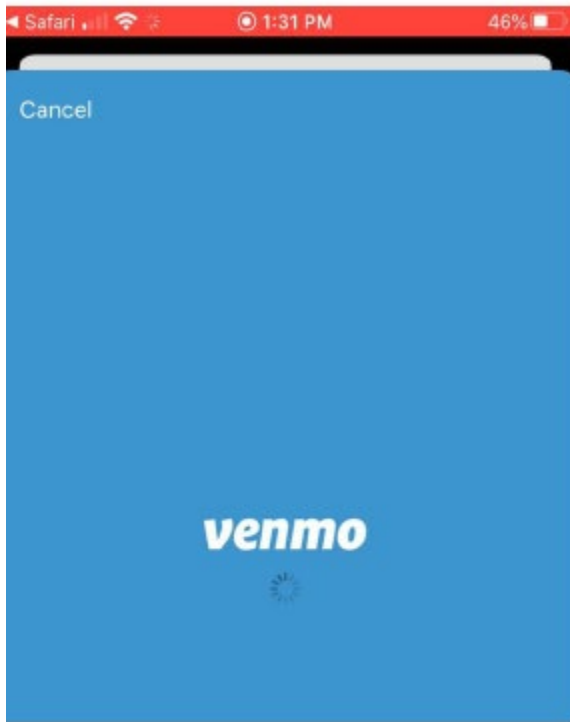
- When selecting Venmo, the **Continue** button changes into a **Venmo** button instead. This only applies to the initial login into Venmo. If you already used Venmo as a payment method for this account before, the system will remember your login.
- If the mobile app is not installed, tapping the Venmo button will prompt you to download the app.



Send money and make purchases at approved merchants.

Get the app

2. Tap **Venmo**. The Venmo application automatically opens on your phone. Your Venmo account is automatically validated and linked to use as a payment method. If you do not have sufficient balance in your Venmo account, the payment method defaults to the payment method initially set up in Venmo.



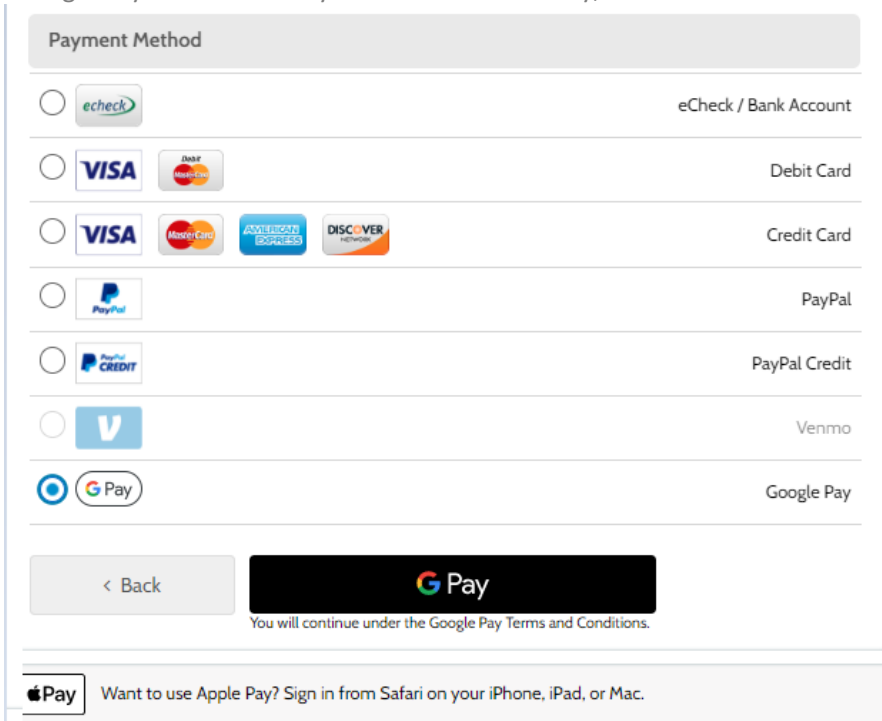
How To: Make a Payment via Google Pay

1. In the **Payment Method** section, select **Google Pay** and then select.

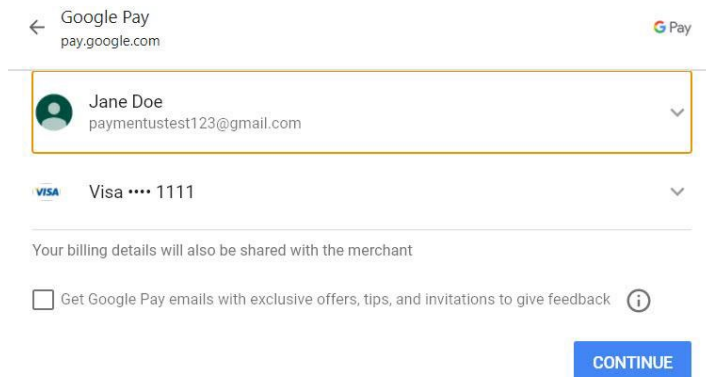


Notes:

- When selecting Google Pay, the **Continue** button changes into **Google Pay**. This only applies to the initial login into Google Pay.
- If the Google Pay account already exists as a wallet entry, the **Continue** button will not change.



2. You are redirected to the third party's login page. In the pop-window that displays, select your Google account.



3. Select the payment method that you want to use.

← Google Pay
pay.google.com

Select payment method

- Visa **** 1111
- Mastercard **** 4444
- Discover **** 1117
- Amex **** 0005
- Visa **** 2222

Your billing details will also be shared with the merchant

Get Google Pay emails with exclusive offers, tips, and invitations to give feedback ⓘ

CONTINUE

4. Then, select **Continue**. The pop-up window closes and the payment method is automatically added to the list of available payment methods.

Payment Method


- Google Pay paymentustest123@gmail.com
Visa ****1111 Newly Added
- Credit Card
Logos: VISA, Mastercard, AMERICAN EXPRESS, DISCOVER
- Debit Card
Logos: VISA, Debit Mastercard
- eCheck / Bank Account
echeck
- PayPal
- PayPal Credit
- Venmo
Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after ⓘ
- Google Pay

[Why are some payment methods disabled?](#)

< Back Continue

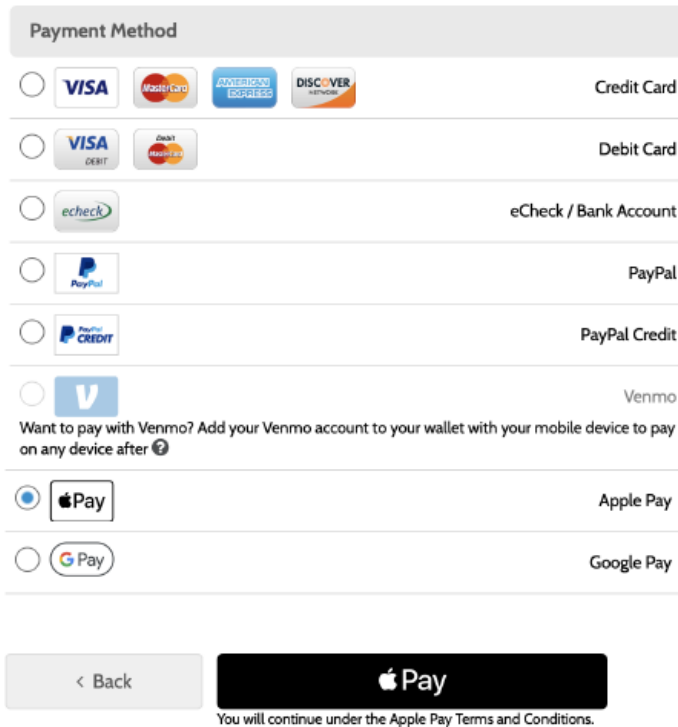
How To: Make a Payment via Apple Pay

Note: Apple Pay is only available on Apple devices (e.g. iPhone, MacBook, etc.) using the Safari browser. Additionally, you must be signed into an iCloud account to add cards and make payments.














1. In the **Payment Method** section, select **Apple Pay** then select .

Notes:

- When selecting Apple Pay, the **Continue** button changes into **Apple Pay**. This only applies to the initial login into Apple Pay.
- If the Apple Pay account already exists as a wallet entry, the **Continue** button will not change.



Payment Method

<input type="radio"/>	   	Credit Card
<input type="radio"/>	 	Debit Card
<input type="radio"/>		eCheck / Bank Account
<input type="radio"/>		PayPal
<input type="radio"/>		PayPal Credit
<input type="radio"/>	 Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after 	Venmo
<input checked="" type="radio"/>		Apple Pay
<input type="radio"/>		Google Pay

You will continue under the Apple Pay Terms and Conditions.

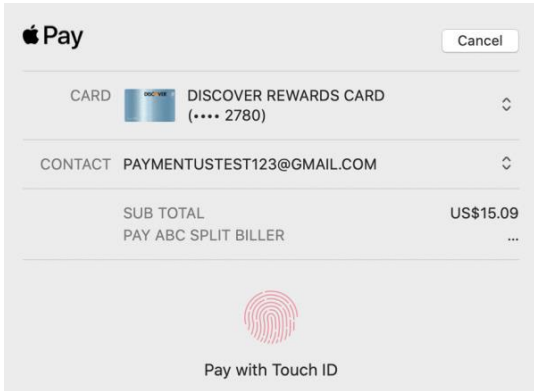
2. In the pop-up window that displays, from the **Card** drop-down list, select the payment method that you want to use.
3. Then, from the **Contact** drop-down list, select the email address associated with this payment method.

Notes

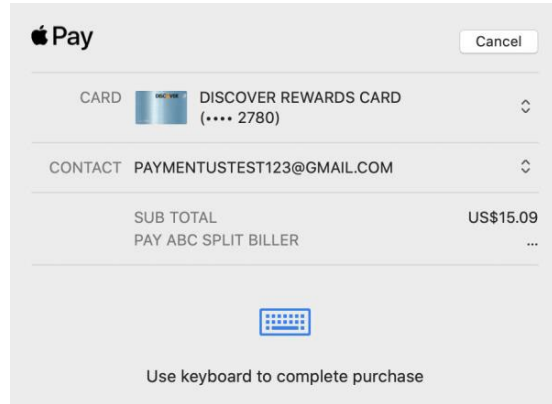
If using an Apple laptop or computer, use Touch ID or your keyboard to complete the payment.

If using an iPhone or iPad, use Touch ID or Face ID to complete the payment.

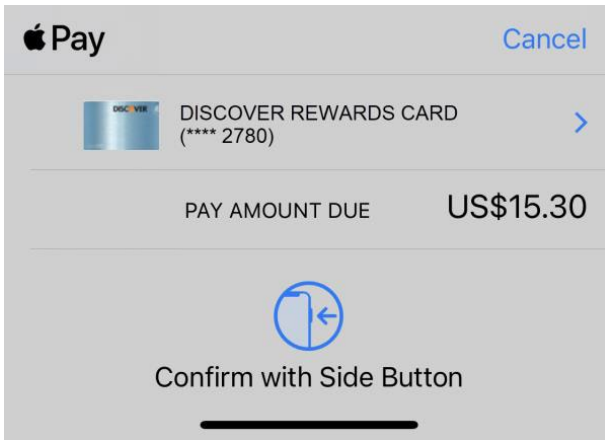
Mac with Touch ID Enabled



Mac with Touch ID Disabled

















iPhone/iPad



The pop-up window closes and the payment method is automatically added to the list of available payment methods.

Payment Method

<input checked="" type="radio"/>	 paymentustest123@gmail.com Discover ****2780	Newly Added
<input type="radio"/>	   	Credit Card
<input type="radio"/>	 	Debit Card
<input type="radio"/>		eCheck / Bank Account
<input type="radio"/>		PayPal
<input type="radio"/>		PayPal Credit
<input type="radio"/>	 Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after 	Venmo
<input type="radio"/>		Apple Pay
<input type="radio"/>		Google Pay

< Back Continue