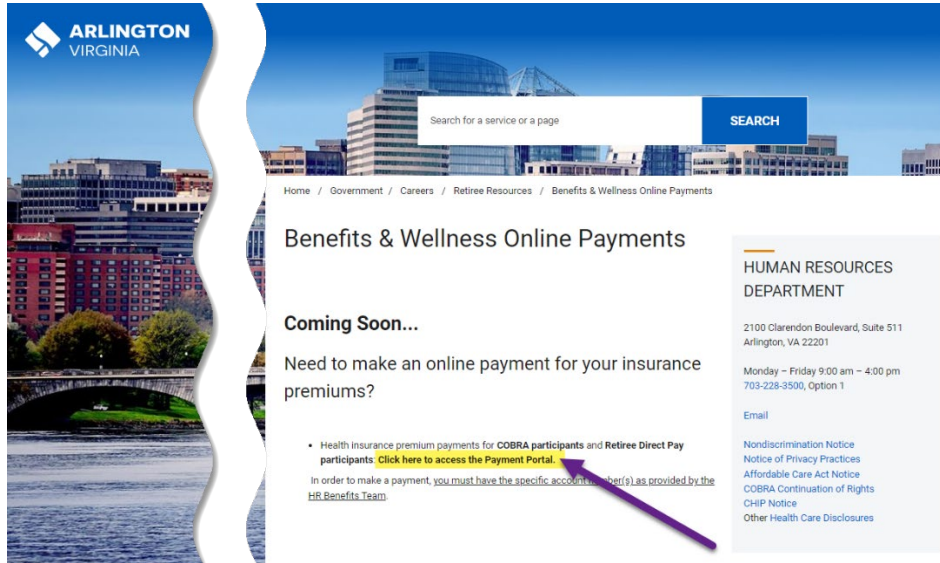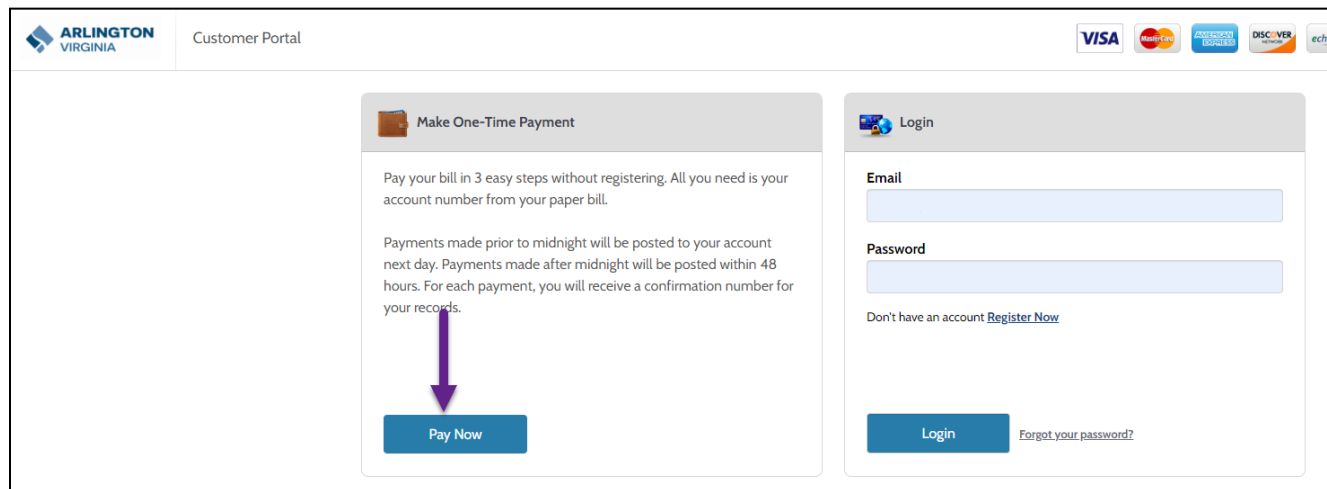# How To: Make a One Time Payment to a Single Account

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.

Health Insurance Premium Payment

Health Insurance Premium Payment

Health Insurance Premium Payment

Please enter your account number

Account Number

Enter your account number   C12345CIG

Your account number must be in ALL CAPS

⊕ Pay Another Account

☐ Remember my accounts on this device

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

Continue

2. Select **Continue**.

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

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.

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.

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

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**.

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**.

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*

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

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
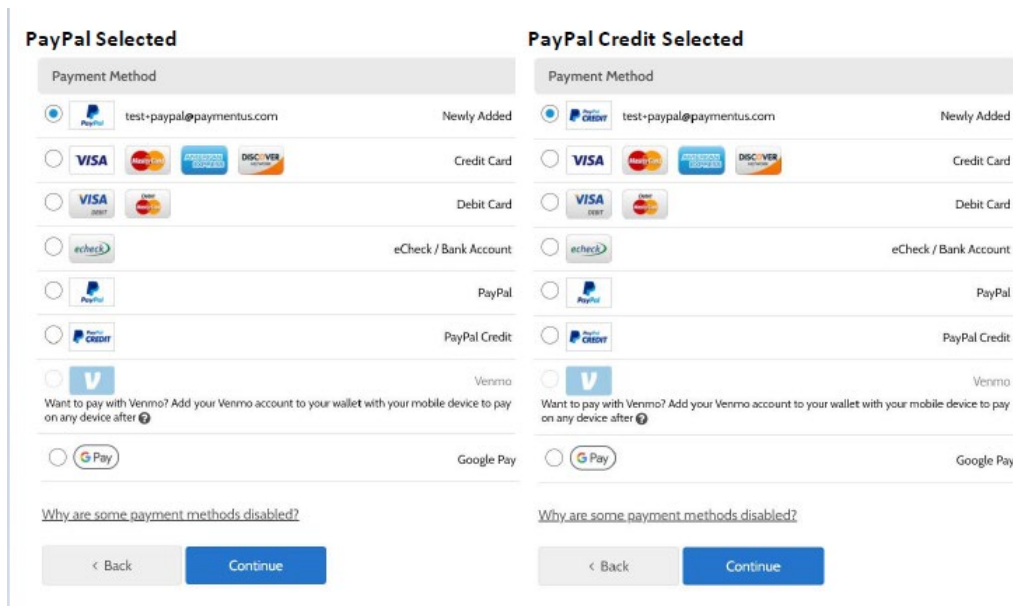
How To: Make a Payment via Venmo

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**.

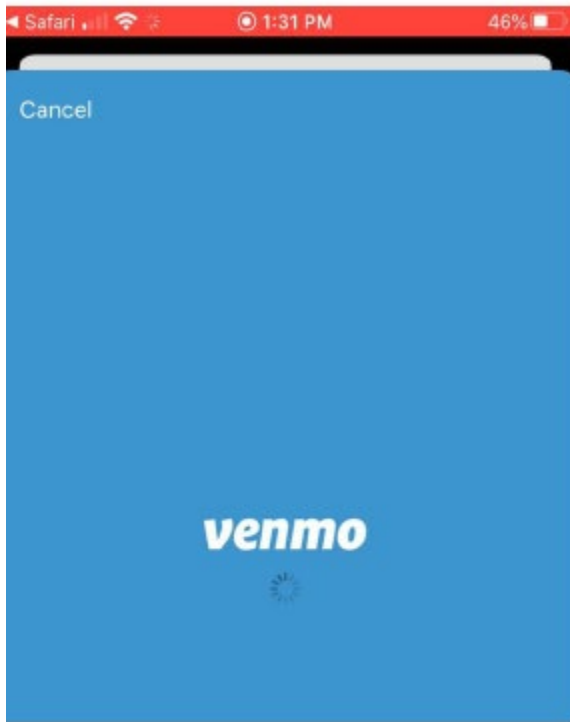**Notes:**

- *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.*

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.
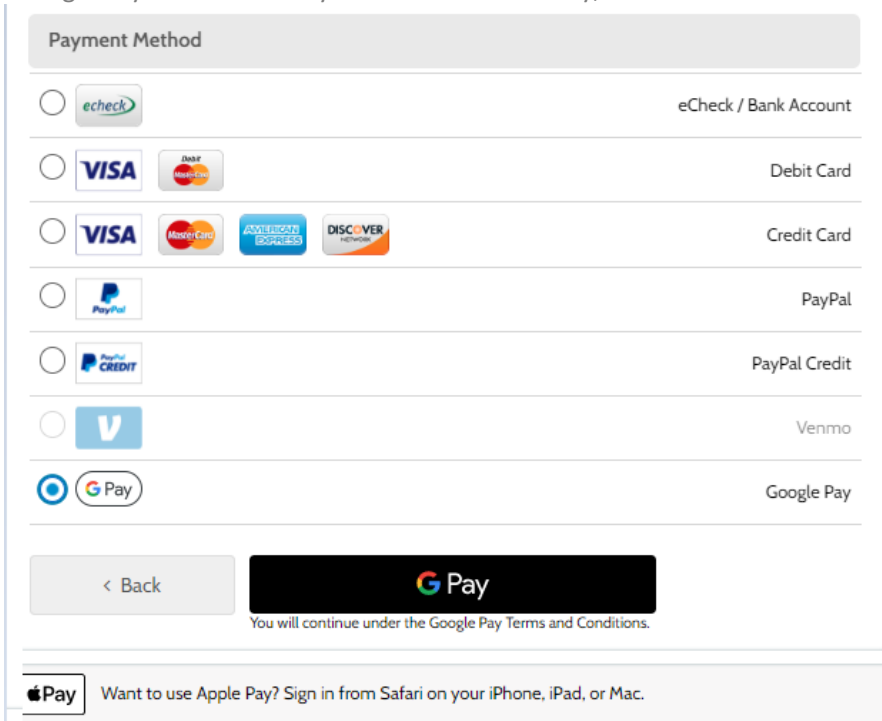
How To: Make a Payment via Google Pay

1. In the **Payment Method** section, select **Google Pay** and then select. .
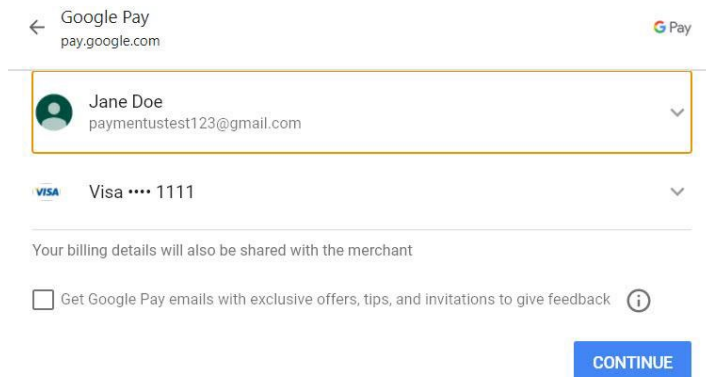
Notes:
- When selecting Google Pay, the **Continue** button changes into **Google Pay**. This only applies to the initial login into Google Pay.
- If the Google Pay account already exists as a wallet entry, the **Continue** button will not change.

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.

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

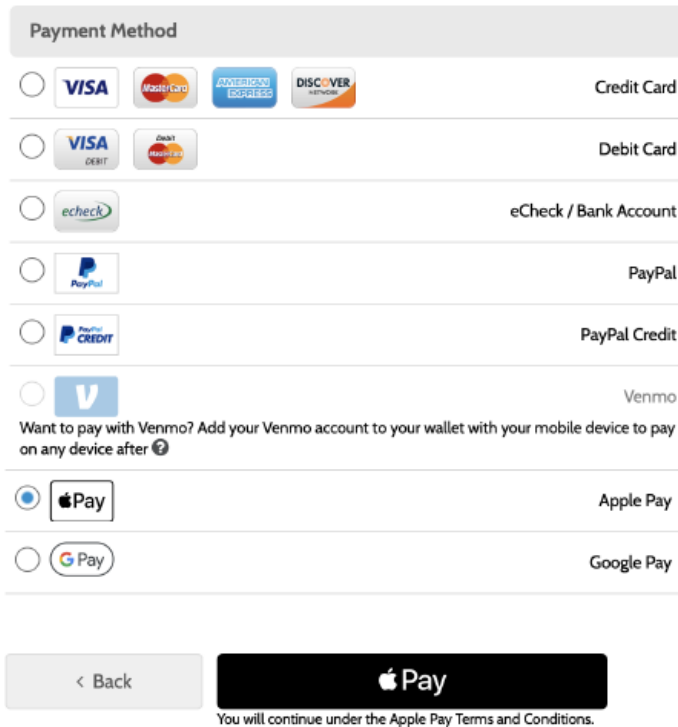# How To: Make a Payment via Apple Pay

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 Pay .
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.*


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.
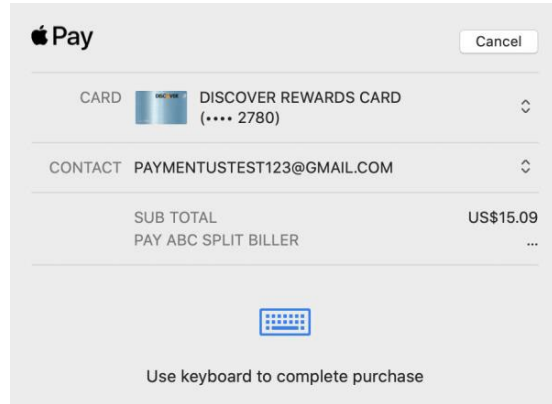**Notes**
If using an Apple laptop or computer, use Touch ID or your keyboard to complete the payment.
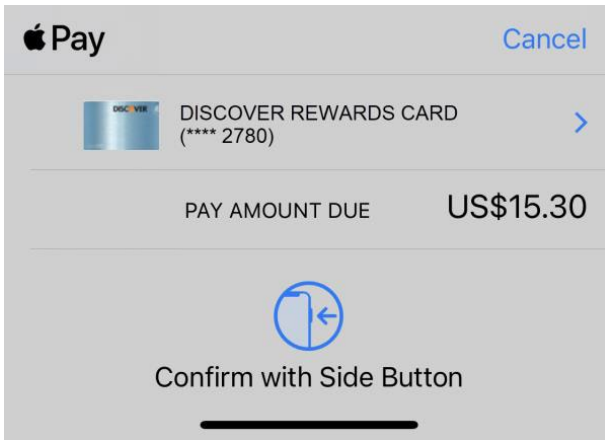*If using an iPhone or iPad, use Touch ID or Face ID to complete the payment.*

Mac with Touch ID Enabled
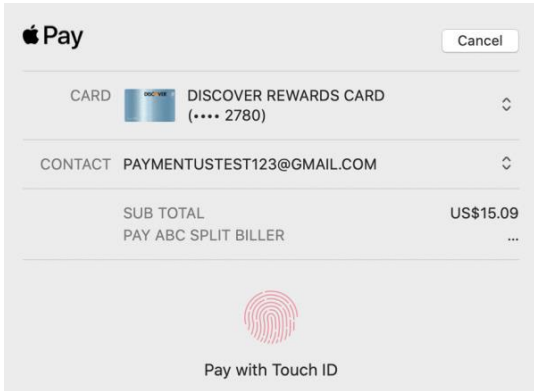
Mac with Touch ID Disabled

iPhone/iPad

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

Payment Method			
⦿	Pay	paymentustest123@gmail.com Discover ****2780	Newly Added
○	VISA MasterCard AMERICAN EXPRESS DISCOVER NETWORK		Credit Card
○	VISA DEBIT Debit MasterCard		Debit Card
○	echeck		eCheck / Bank Account
○	PayPal		PayPal
○	PayPal CREDIT		PayPal Credit
○	V		Venmo

Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after ❓

○	Pay		Apple Pay
○	G Pay		Google Pay

[< Back] [Continue]