Village of Wonder Lake

Setting up a recurring payment:

1. Log in as Customer *if account has not been created yet, click "Create an account" button
2. Click “View Payment Plans”

My JetPay - Illinois: Village of Wonder Lake

3. Click “Create a new payment plan”

Payment Plan Search - Illinois: Village of Wonder Lake

Create a new payment plan

Search By Payment Name, Profile Name, and Payment Type

Total Results: 0

Recurring Payment Name | Payment Method Profile | Recurring Payment Amount | Payment Type
--- | --- | --- | ---

Dates and Times shown in (UTC-06/00) Central Time (US & Canada)
Choose Plan Type

Fixed Schedule – finite start and stop date

Until Cancelled – unknown stop date and will continue until physically cancelling payment plan

Choose Payment Type

Water/Sewer Bill Payment

Enter in Account Number, click Validate

Metadata results will show to customer – Name, Address & Amount

In “Total amount due” box, key in the amount you want to set up for recurring payment on your account. For instance, if you want to pay $100 per month toward your account, type in 100.00. Then click “Add to payment plan” button. You will then see the amount in right column – “Line Items”
You must enter the number of payments (for example, if the amount is $100, and you choose 5 payments, it will schedule the amount of $20 per payment to cover the total amount of $100.)
Select the frequency, start date, and description of the payment.

Billing Address is not mandatory, however email is.

If you already have a payment profile (which your credit card is stored under) then you can select that profile to use for payment. If not, you must select a payment method (Credit Card or echeck), which will then prompt you for the information on your card or your echeck.

To save this information, click the save button at the bottom.

The system will then present you with a schedule for your payments like below:

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**Thank You for Scheduling Your Payments**

*Created: 7/30/2019 1:48 PM Central Standard Time*

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water/Sewer Bill Payment</td>
<td>$20.00</td>
</tr>
<tr>
<td>Subtotal:</td>
<td>20.00</td>
</tr>
<tr>
<td>483313 ****** 4385 expires 06/2021</td>
<td>(100.00)</td>
</tr>
<tr>
<td>Total Amount Scheduled:</td>
<td>(100.00)</td>
</tr>
</tbody>
</table>

**Scheduled Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 15, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Sep 15, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Oct 15, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Nov 15, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dec 15, 2019</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Payment Details**

Water/Sewer Bill Payment
0010008000 - $20.00