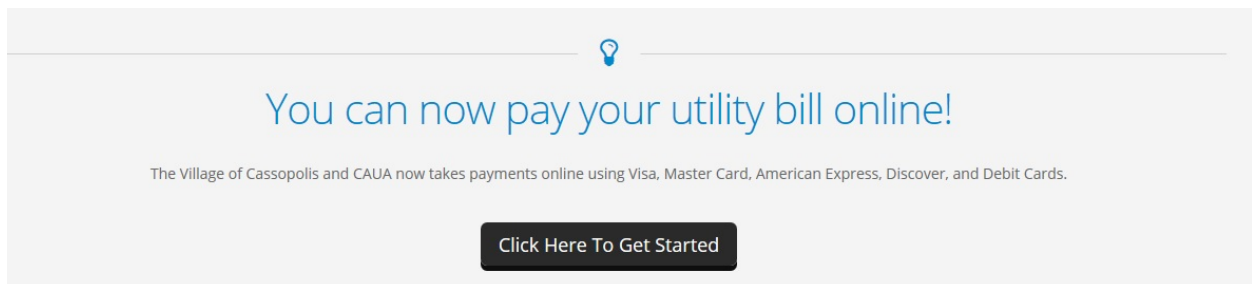


# Access and Enroll in Recurring Payments with AccessMyGov

## Step 1: Go to the Village of Cassopolis website: [Cassopolis-mi.us](http://Cassopolis-mi.us)

Click the link that says **Click Here To Get Started**. Then Click on the bill for [Village Utility Payments](#) or [CAUA Utility Payments](#).




## Step 2: Search for your account

This will re-direct you to the AccessMyGov search page. Click Utility Billing Payments on the left side of the screen to search for your bills using your account number, address, name or parcel number.

A screenshot of the "Utility Billing Online Payment Service" search page. At the top, there is a search bar with "Search: Utility Billing" and "By: Address" selected. The search bar contains the text "Enter an address or address range such as 100-200 Main St" and a "Search" button. Below the search bar is a checkbox for "Use Advanced Address Search". On the left side, there is a navigation menu with sections: "ONLINE SERVICES" (Internet Services, Utility Billing Search, Online Payments, Utility Billing Payments), "PERFORMANCE DATA" (Financial Summary, Performance Dashboard), "MUNICIPALITIES" (Select a Municipality), and "ACCOUNT" (Sign In, Register, Why Register?). The main content area has a title "Utility Billing Online Payment Service" and "Village of Cassopolis, Cass County". Below the title is a three-step process flow: "Step 1: Search" (Use the search criteria below to begin searching for your record.), "Step 2: Select Record", and "Step 3: Make Payment". Under "Step 1: Search" is the heading "Getting Started..." and a welcome message: "Welcome to the Utility Billing Online Payment Service. This service allows you to search for a specific record within the Utility Billing database to make a payment on. To begin, please enter the appropriate information in one of the searches below." There are four search options: "Search by Account Number" (Enter the Utility Billing Account Number you are attempting to search on. Account Number: [input] Search), "Search by Name" (Last name only is the preferred search method. For a more refined search try including the first name (i.e. Last Name, First Name). Name: [input] Search), "Search by Address" (Enter the address of the record you are attempting to search on. Examples include: 123 Main Street, or for an address range enter 100-200 Main Street. Address: 117 S. Broadway [input] Search), and "Search by Parcel Number" (Enter the parcel number of the record you are attempting to search on. Parcel Number: [input] Search).

### Step 3: Click on your account

Make sure that the information presented matches your account and click on the account link to view your payment options.



Utility Billing Online Payment Service  
Village of Cassopolis, Cass County

**Step 1: Search**  
Click here to return to this step

**Step 2: Select Record**  
Select a record below to continue with making a payment.

**Step 3: Make Payment**

Search Results for "117 S. Broadway" using the Address Search.

Not finding what you are looking for? Click Step 1 above to refine your search to narrow your results or changing your search type.

Records Per Page: 15

Address	Reference #	Name	
117 S BROADWAY ST	1404121000200 (Parcel Number)	VILLAGE OF CASSOPOLIS	

Displaying items 1 - 1 of 1

### Step 4: Select the recurring payments link

On the account information screen, select the link to "Sign up for Recurring Utility Bill Payments." Note that you can also make a one-time payment from this page.

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

**Step 1: Search**  
Click here to return to this step

**Step 2: Select Record**  
Click here to return to this step

**Step 3: Make Payment**  
Verify your selected record and enter your payment amount.

Account: 1VC1218

**Name & Address Information**  
VILLAGE OF CASSOPOLIS  
117 S BROADWAY ST  
CASSOPOLIS, MI 49031

**Additional Record Information**  
By clicking the link below you can view additional information for Account 1VC1218.  
[View Additional Account Information](#)

**Recurring Payments**  
[Sign up for Recurring Utility Bill Payments.](#)

**Pay Utility Bill**  
Enter the appropriate payment information below. Once you have verified your payment amount click the **Make Payment** button to continue.

Billing Item	Balance
01-VCW	\$0.00
02-VCS	\$0.00
32-WATER RTS	\$0.00
33-SEWER RTS	\$0.00
	<b>\$0.00</b>

Amount Paying:

**Make Payment**

## Step 5: Sign in

When you arrive at the recurring enrollment page, sign in to your account by clicking on “Log in” to access the information that Point & Pay has pre-enrolled for you. If you have never created a username and password for Point & Pay, click “Register Now”.

The screenshot shows the Point & Pay enrollment interface. At the top right, there are links for [Log In Point & Pay Services](#), [Register](#), and [Learn more](#). Below this is a navigation menu with buttons for [Make Payments](#), [AutoPay](#), [My Payments](#), [My History](#), [My Profile](#), and [Support](#). The main content area is titled "Step 1: Enroll Payments" and includes instructions to complete the form and click "Continue". A "My Enrollments" table is shown with columns for "Payment Type", "Account Number", "Payment Plan", and "Delete Item". Below the table is a "Registration" section with a [log in now](#) link and a [register](#) link. A "Log in to Point & Pay" modal is overlaid on the bottom right, featuring input fields for "Email Address" and "Password", a "Log In" button, a link for "I forgot my password", and a "Register Now" button.

[Log In Point & Pay Services](#) | [Register](#) | [Learn more](#)

[Make Payments](#) | [AutoPay](#) | [My Payments](#) | [My History](#) | [My Profile](#) | [Support](#)

Step 1: Enroll Payments | Step 2: Review and Submit | Step 3: Confirmation and Receipt

### Step 1: Enroll Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your enrollment is processed.

Note: \* indicates a required field.

#### My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
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#### Registration

If you have already registered with Point & Pay, please [log in now](#).

If you have not registered with Point & Pay, please take a minute to [register](#); registration is fast, easy and free.

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

### Log in to Point & Pay

Email Address:

Password:

[Log In](#)

[I forgot my password](#)

If you have not registered with Point & Pay, you may do it now; it's free and takes about a minute. [Learn more](#)

[Register Now](#)

## Step 6: Enroll in recurring

Use the features provided by Point & Pay to configure when and how you want your recurring payments to occur. If you want your recurring payments to run indefinitely, simply omit the end date.

Step 1: Enroll Payments

Step 2: Review and Submit

Step 3: Confirmation and Receipt

### Step 1: Enroll Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your enrollment is processed.

Note: \* indicates a required field.

#### My Enrollments

Payment Type	Account Number	Payment Plan	Delete Item
Save	Payment Type: * Utility Billing	UB Account Number: * 1VC1218	<input type="button" value="Search"/>
Payment Plan			
<input checked="" type="radio"/> Choose a payment date. If your due date has already passed, make a one-time payment and your recurring will start the following month.			
Make payments: * <input type="button" value="On Due Date"/> days before due dates			
Start this service on: * <input type="text" value="01/06/2017"/>			
End this service on: <input type="text"/>			
<input type="button" value="Add Item"/>			

#### Cardholder Information

First Name: \*  Last Name: \*

Address Line 1: \*  Address Line 2:

City: \*  State: \*  Zip Code: \*

Phone Number: \*  Email Address:

Update my profile with name, address and phone information

#### Payment Information

You may select a charge card or checking account from your eWallet, or use one not currently in your eWallet.

Payment Method: \*

Card Number: \*

Expiration Date: \* (in mm/yy format)

CVV: \*  Where is this number?

Add this payment device to my eWallet. I'd like to reference it as  (optional; up to 30 characters)

A fee will be charged for use of this service. The amount of the fee will be calculated based on the information you have provided and presented on the next page.

## Step 7: Maintain your account

Your new account with Point & Pay includes a lot of useful features for keep track of your bills and payments. You can view your history, track upcoming payments, edit your recurring enrollment, or cancel your payment plan. Once you have made or scheduled at least one payment, the items will populate.

AutoPay	<b>My Payments</b>	My History	My Profile	Support
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Step 1: Edit Payment    Step 2: Review and Submit    Step 3: Confirmation and Receipt

### Step 1: Edit Payment

Welcome! Use this page to review payment plans you have enrolled and any upcoming payments. You may put an upcoming payment on hold, cancel it, change the payment amount, payment date, name and addresses information, and payment method. You can apply these changes to an upcoming payment only, or to all remaining payments.

Note: \* indicates a required field.

#### My Upcoming Payments

Payment Type	Account Number	New Bill Due Date	Current Bill	Upcoming Payment Date	Upcoming Payment Amount	Upcoming Payment Status
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Refresh

Continue