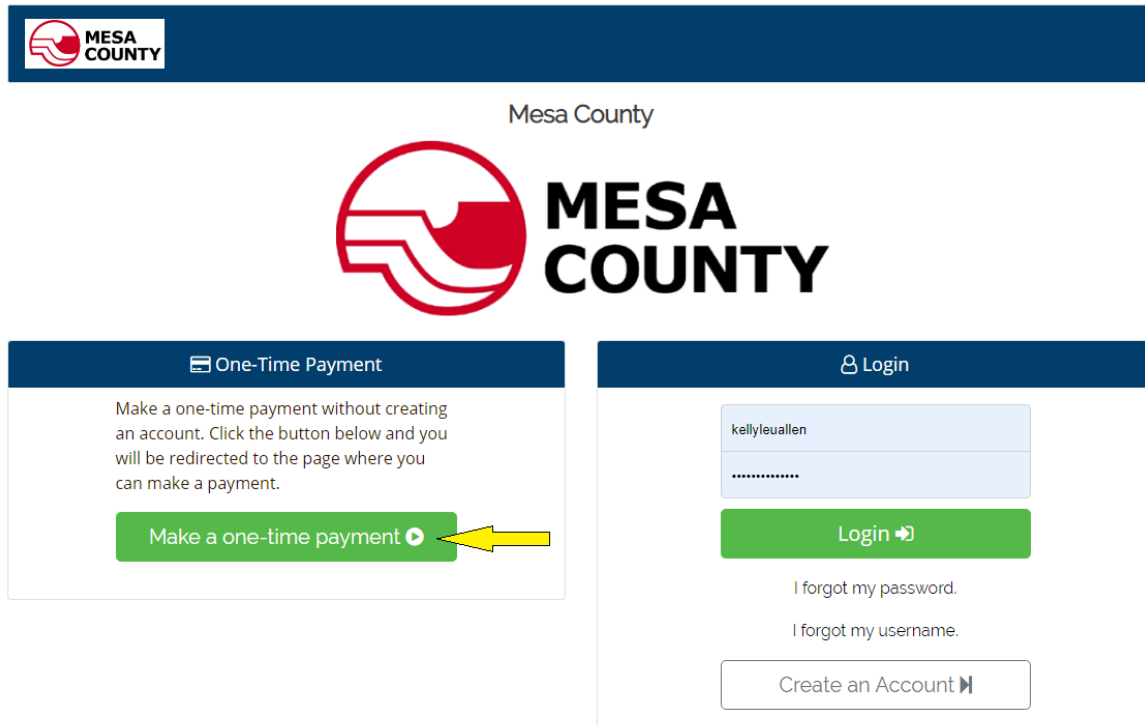


HOW TO MAKE A ONE-TIME PAYMENT

1) Use a web browser and browse to ["https://magic.collectorsolutions.com/magic-ui/Login/mesa-county"](https://magic.collectorsolutions.com/magic-ui/Login/mesa-county) then click on Make a one-time payment.

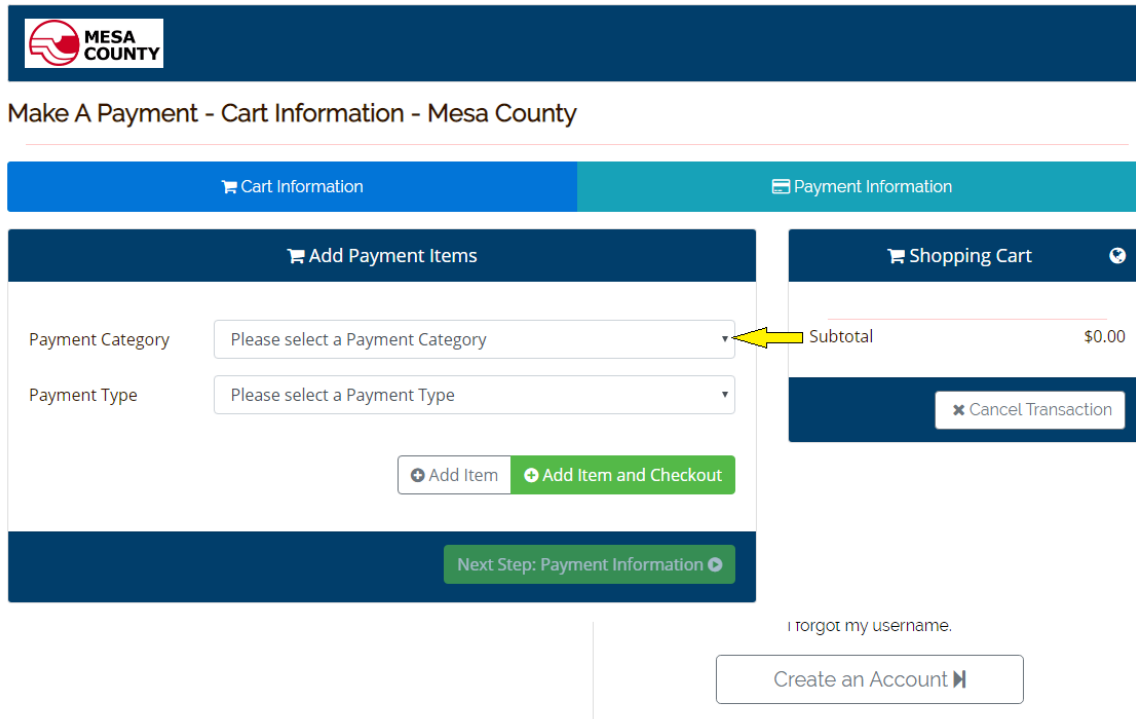


The screenshot shows the Mesa County website header with the logo and the text "Mesa County". Below the header, there are two main sections: "One-Time Payment" and "Login".

One-Time Payment: This section contains the text: "Make a one-time payment without creating an account. Click the button below and you will be redirected to the page where you can make a payment." Below this text is a green button labeled "Make a one-time payment" with a right-pointing arrow. A yellow arrow points to this button.

Login: This section contains a login form with a username field (containing "kellyleuallen") and a password field (containing "*****"). Below the fields is a green "Login" button with a right-pointing arrow. Underneath the login button are two links: "I forgot my password." and "I forgot my username." At the bottom of the login section is a "Create an Account" button with a right-pointing arrow.

2) Select the Payment Category by clicking on the down arrow.



The screenshot shows the "Add Payment Items" form on the Mesa County website. The page title is "Make A Payment - Cart Information - Mesa County". The form is divided into two tabs: "Cart Information" (active) and "Payment Information".

Add Payment Items: This section contains two dropdown menus: "Payment Category" and "Payment Type". Both dropdowns currently display "Please select a Payment Category" and "Please select a Payment Type" respectively. A yellow arrow points to the down arrow of the "Payment Category" dropdown. Below the dropdowns are two buttons: "Add Item" and "Add Item and Checkout". At the bottom of this section is a green button labeled "Next Step: Payment Information" with a right-pointing arrow.

Shopping Cart: This section is located to the right of the "Add Payment Items" section. It contains a "Subtotal" of "\$0.00" and a "Cancel Transaction" button with an 'x' icon.

Below the "Add Payment Items" section, there is a "Create an Account" button with a right-pointing arrow, which is partially visible from the previous screenshot.

3) Select the Payment Type by clicking on the down arrow and select one from the drop down list.

MESA COUNTY

Make A Payment - Cart Information - Mesa County

Cart Information | Payment Information

Add Payment Items

Payment Category: Sewer District

Payment Type: Please select a Payment Type (dropdown menu open with options: Gateway PID, Mack PID, Whitewater PID)

Shopping Cart

Subtotal: \$0.00

Cancel Transaction

Next Step: Payment Information

4) Once a payment type is selected, Input all required information (with a red asterisk *).

MESA COUNTY

Make A Payment - Cart Information - Mesa County

Cart Information | Payment Information

Add Payment Items

Payment Category: Sewer District

Payment Type: Gateway PID

Please enter the following information to identify the payment:

Customer Name*: [Redacted]

Customer Number*: [Redacted]

Payment

Payment Amount: \$ 0.00

+ Add Item | + Add Item and Checkout

Shopping Cart

Subtotal: \$0.00

Cancel Transaction

Next Step: Payment Information

5) Click on either Add Item to pay another payment or click on Add Item and Checkout to proceed to checkout.

MESA COUNTY

⚠ This site is currently in test mode.

Make A Payment - Cart Information - Mesa County

Cart Information | Payment Information

Add Payment Items

Payment Category: Sewer District

Payment Type: Whitewater PID

Please enter the following information to identify the payment:

Primary Customer Name*: John Doe

Account Number*: 12345

Payment

Payment Amount: \$ 30 . 00

[+ Add Item](#) [+ Add Item and Checkout](#)

[Next Step: Payment Information](#)

Shopping Cart

Subtotal: \$0.00

[Cancel Transaction](#)

6) If Add Item and Checkout is selected, enter your card information and click on Next Step: Review Payment.

MESA COUNTY

⚠ This site is currently in test mode.

Make A Payment - Payment Information - Mesa County

Cart Information | Payment Information

Payment Information

Please select your Payment Method

Credit Card **VISA**

Name on Card: John Doe

Card Number: 411111111111 **VISA**

Expiration Month: 01

Expiration Year: 2022

Security Code: 123

Card Postal Code: 54321

Amount Due: \$ 30.00

Payment: \$ 30 . 00

[Back to Cart Information](#) [Next Step: Review Payment](#)

Shopping Cart

Whitewater PID: \$30.00

Subtotal: \$30.00

Projected Card Fee: \$0.85

Payment Details
Whitewater PID
John Doe - 12345 - \$30.00

[Cancel Transaction](#)

7) Once the payment information is reviewed, click on checkbox for payment consent; then, click on Make Payment to submit your payment.

MESA COUNTY

This site is currently in test mode.

Make A Payment - Review Payment - Mesa County

Cart Information | Payment Information

Review Payment

Item	Amount
Whitewater PID	\$30.00
Transaction Fee:	\$0.85
Total Amount Due:	\$30.85
411111 **** 1111 expires 01/2022	(\$30.85)
Total Payment Methods:	(\$30.85)

A Transaction Fee has been included in the total amount paid for this transaction.

I agree to the Payment Terms of Service and authorize this payment.

[Back to Payment Method](#) [Make Payment](#)

Shopping Cart

Whitewater PID	\$30.00
Subtotal	\$30.00

Payment Details

Whitewater PID
John Doe - 12345 - \$30.00

[Cancel Transaction](#)

8) Once payment is made, a payment receipt like below can either be emailed or printed by clicking on the appropriate icon.

MESA COUNTY

This site is currently in test mode.

Make A Payment - Receipt - Mesa County

Thank You for Your Payment
Approved
4/1/2020 2:29 PM Mountain Standard Time

MESA COUNTY
Customer Name John Doe

Effective Date
4/1/2020

Approved 20000513

Item	Amount
Whitewater PID	\$30.00
Subtotal:	\$30.00
Transaction Fee:	\$0.85
Total Charged to: Vise 411111 **** 1111 01/22	\$30.85
Total Amount Paid:	\$30.85

Collection Mode: web

Payment Details

Whitewater PID
Primary Customer Name: John Doe - Account Number: 12345 - John Doe - \$30.00

A Transaction Fee has been included in the total amount paid for this transaction.