

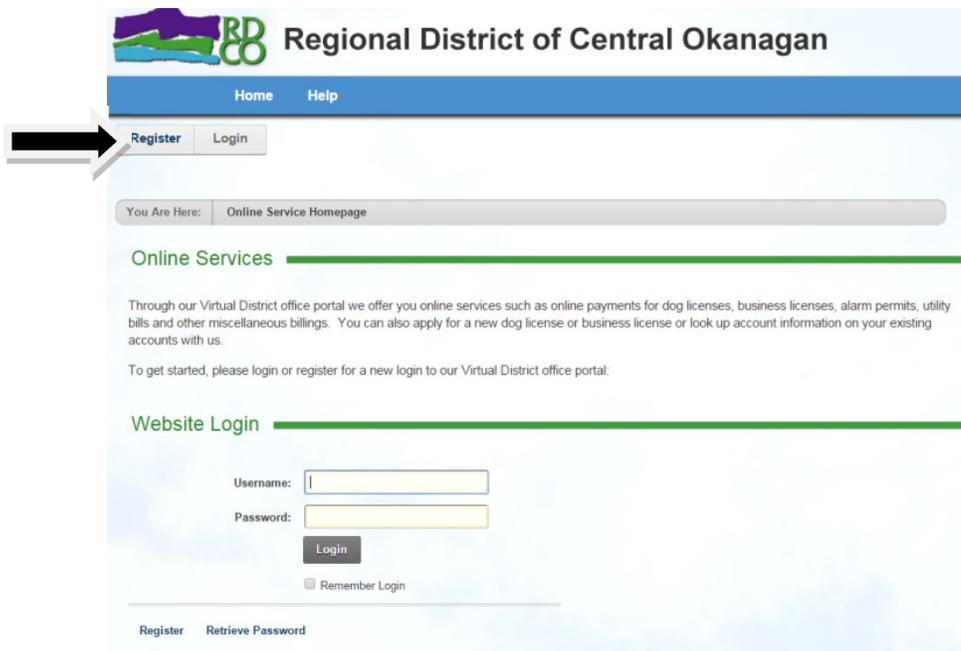


Paying Your Bill Online

To access, please go to www.regionaldistrict.com/payments, and you will need your account number (A followed by five numbers, e.g. A12345) and your four digit numerical access code (as indicated on your invoice or statement). If you cannot locate this information, please contact us at 250-469-6123 or via email at: alarms@cord.bc.ca

For your assistance, please find following, step by step instructions on how to login to our website and add your customer account to have access to your account information:

****Already have an online profile, go to Step 4****



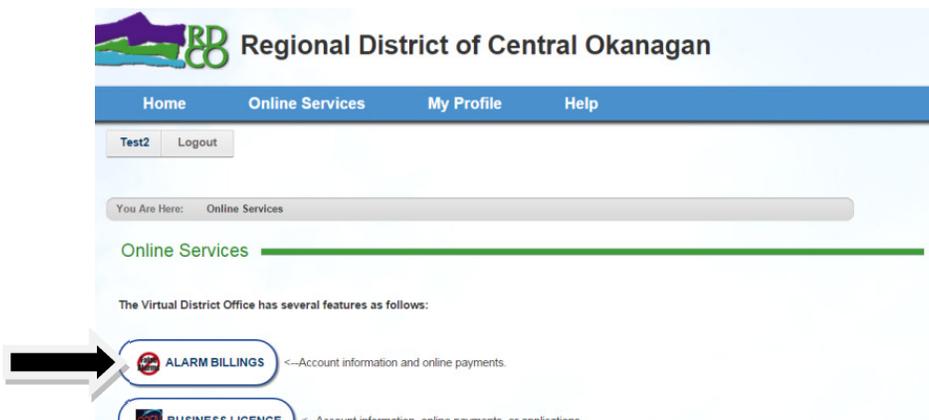
****First time users****

Start at Step 1

1. Select **“Register”**

Fill in required information

you will then be logged in



2. Select **“Alarm Billings”**

Instructions

1. Below you can add your account or edit any existing accounts that you added previously.
2. If you are adding an account, please have your Account Number and Access Code ready.
3. Select your account from the list below to submit payment.

Click on a row to access one of your existing accounts.

Account Type	Account Number	Name	Status
No data available in table			

Showing 0 to 0 of 0 entries

Add AR Account

Please have your Account Number and Access Code ready which can be found on your Invoice or Statement. Please contact our office if you are unable to locate this information.

Payment Options

1. Online (Visa/Mastercard) : www.regionaldistrict.com/payments
Your Account Number: **A99999**
Your Access Code: **6538** "0" is always zero
2. In person visit to Regional District of Central Okanagan
1450 KLO Road, Kelowna BC **please include invoice**

Customer Number : NEO010
Invoice Number : 160914
Invoice Date : 16/09/14
Customer P.O. No. :
Due Date : 16/09/14
Access Number : 6985

Account Number:
Access Code / Pin:

Cancel Save

3. Under Account Management, you will see fields asking for your account number A##### and your access code #####

-Please enter and select "Save"

Regional District of Central Okanagan

Home Online Services My Profile Help

Test2 Logout

You Are Here: Online Services

Online Services

The Virtual District Office has several features as follows:

- ALARM BILLINGS** <--Account information and online payments.
- BUSINESS LICENCE** <--Account information, online payments, or applications.
- DOG LICENCE** <--Apply for a new dog licence or renew your existing licence.
- MISC BILLINGS** <--Account information and online payments for rentals and other billings.
- SUPPLIER INFO** <--Supplier Information regarding their invoices and payments.
- UTILITY BILLING** <--Account information and online payments of garbage, sewer and water bills.
- UTILITY SEARCH** <--Lawyer search regarding utility information.

4. Select "Online Services"

5. Select "Alarm Billings"

Select Account

Invoices | Payments | Transactions | **Pay Online**

Invoice Date

From: 07/01/2015 To: 07/15/2015

Current Day
 Current Week
 Current Month
 Current Year
 All

Invoice Status: All

Search

Account Number : CUR012
Balance : \$0.00

Show 10 entries Search: Print

Invoice Number	Date	Due Date	Status	Amount	Description
No data available in table					

6. On the next screen, your Account will appear; please click on the **“Pay Online”** tab

You Are Here: payment

Payment

Payment Details:

Account Type: AR

Account Number: A00001

Amount (CAD): Enter Amount

Process Payment Cancel Payment

7. Please enter the amount you would like to pay.

Payment Details Secured By 256bit SSL Cert

Regional District of Central Okanagan

Order: 76792_W_6c88c65f-2
Total: 10.00 CAD
Ref 76792-Supplier-A00001
Supplier-TEST LAST NAME TEST FIRST NAME

Card Number

VISA

Expiry(mm/yy) / Security Code

Cardholder Name

Pay Now

8. Fill in all the required information and select the **“Pay Now”** button ONCE.

***DO NOT HIT “Back” as this could result in duplicate charges.

Thank you for paying online.