



REGISTER OR LOGIN TO ON-LINE UTILITY PAYMENTS

1. Go to VillageofBirchRun.com
2. Click on the "Links" submenu
3. At the top of the page, click on "Village Tax & Utility Bill Internet Service"
4. Click the link that says "Sign Up" and fill in the appropriate information.
5. If you are already a registered user, enter your username and password or if you have forgotten your password, may click the "Forgot Password" link to reset it. Instructions on how to reset your password will then be sent to the email address on file.

PAY YOUR UTILITY BILL ON-LINE

1. Go to VillageofBirchRun.com
2. Click on the "Links" submenu
3. On the left side of the page, click on "Village Tax & Utility Bill Internet Service"
4. Login with your username and password
5. Click on Utility Billing Search on the left side of the screen
6. Enter your parcel ID or utility account number, then click search
7. Click on the account you want to view
8. From here, you have the option to print (top right of the screen), view the total amount due (bottom right of the screen), view your current bill, account history or view your parcel on a map (all are on the left side of the screen). You can also click the Tax Information link on the left side and it will take you to the Detailed Tax Information screen.
9. You can now make a payment online using your credit card. Click the pay online button next to the amount owed and enter your credit card information. When finished, press the review button at the bottom of the screen and follow the instructions. **NOTE: A fee of \$3.00 per \$100.00 is charged by the credit card processor. Any amount 1¢ or greater is rounded up to the next \$100.00 for fee purposes. For example, a bill for \$139.25 would be charged a \$6.00 fee for processing.**
10. Businesses that frequently need property information may also register for search services. Follow the above information to register or sign in and for paying your utility bill on-line. The fee for the service is \$1.00 per lookup and credit for such services may be purchased in bulk. Funds deposited for searches can only be used towards lookups and cannot be used towards water payments.

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