



City of Bellevue
115 E Pine Street
PO Box 825
Bellevue, ID 83313
208-788-2128 Fax 208-788-2092
www.bellevueidaho.us

IMPORTANT INFORMATION FOR OUR UTILITY CUSTOMERS

The City of Bellevue is pleased to announce that we have implemented new financial software that will improve our utility billings and processes. You may notice that your statement looks a bit different this month.

We have also partnered with Xpress Bill Pay as our new online payment provider. Xpress Bill Pay is the premier local government and service district payment provider. This service offers enhanced features like the ability to see your statements online, paperless billing, billing history, autopay, stored payment information, email notifications, and more.

In addition to paying by check via mail or drop-off at City Hall, or one-time payment online through Xpress Bill Pay, **you now have two autopay options for paying your monthly utility bill.**

- 1) The first option for autopay is the City's internal autopay program. This option now requires a checking or savings account. If you currently have a credit/debit card on file with the City, we will no longer have the option to process those as part of our internal autopay. If you wish to remain on this program, please contact Maria to change the payment type to a bank account by April 7, 2025. A new autopay form is included for your convenience. **Please note that there will be only one autopay each month, with payments processing on or about the 10th of each month, beginning April 10.**
- 2) The second option for autopay is with our new online payment provider. To participate, simply create your new online account with Xpress Bill Pay (see below).

We encourage you to create your new Xpress Bill Pay account, no matter what payment option you choose, so you may access the new features.
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To create an online Xpress Bill Pay account, please visit the City's new website at www.bellevueidaho.us or you can access Xpress Bill Pay at <https://xpressbillpay.com/#/?org=bellevueidaho11093>.

A First Time Users' Manual is available at Xpress Bill Pay with instructions for setting up your new account and making a payment. If you have any questions, you can reach Xpress Bill Pay via email at support@xpressbillpay.com or via telephone at 385-218-0343.

If you have any questions, or need assistance, please contact us at Bellevue City Hall, or by phone at 208-788-2128, or by email at www.clerk@bellevueidaho.us.



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INFORMACIÓN IMPORTANTE PARA NUESTROS CLIENTES DE SERVICIOS PÚBLICOS

La Ciudad de Bellevue se complace en anunciar la implementación de un nuevo software financiero que mejorará la facturación y los procesos de servicios públicos. Es posible que note que su estado de cuenta se ve un poco diferente este mes.

También nos hemos asociado con Xpress Bill Pay como nuestro nuevo proveedor de pagos en línea. Xpress Bill Pay es el principal proveedor de pagos para gobiernos locales y distritos de servicios. Este servicio ofrece funciones mejoradas como la posibilidad de ver sus estados de cuenta en línea, facturación electrónica, historial de facturación, pago automático, información de pago almacenada, notificaciones por correo electrónico y más.

Además de pagar con cheque por correo o entrega en el Ayuntamiento, o un pago único en línea a través de Xpress Bill Pay, ahora tiene dos opciones de pago automático para pagar su factura mensual de servicios públicos.

1) La primera opción de pago automático es el programa interno de pago automático de la Ciudad. Esta opción ahora requiere una cuenta de cheques o de ahorros. Si actualmente tiene una tarjeta de crédito/débito registrada en la Ciudad, ya no podremos procesarla como parte de nuestro pago automático interno. Si desea continuar en este programa, comuníquese con María para cambiar su método de pago a una cuenta bancaria antes del 7 de abril de 2025. Para su comodidad, se incluye un nuevo formulario de pago automático. Tenga en cuenta que solo habrá un pago automático al mes, y los pagos se procesarán alrededor del día 10 de cada mes, a partir del 10 de abril.

2) La segunda opción de pago automático es con nuestro nuevo proveedor de pagos en línea. Para participar, simplemente cree su nueva cuenta en línea con Xpress Bill Pay (ver más abajo).

Le animamos a crear su nueva cuenta de Xpress Bill Pay, independientemente de la opción de pago que elija, para que pueda acceder a las nuevas funciones.

Para crear una cuenta en línea de Xpress Bill Pay, visite el nuevo sitio web de la Ciudad:
www.bellevueidaho.us o acceda a Xpress Bill Pay en
<https://xpressbillpay.com/#/?org=bellevueidaho11093>.

Hay disponible un Manual del Usuario Nuevo en Xpress Bill Pay con instrucciones para configurar su nueva cuenta y realizar un pago. Si tiene alguna pregunta, puede comunicarse con Xpress Bill Pay por correo electrónico a support@xpressbillpay.com o por teléfono al 385-218-0343.

Si tiene alguna pregunta o necesita ayuda, contáctenos en el Ayuntamiento de Bellevue, por teléfono al 208-788-2128 o por correo electrónico a www.clerk@bellevueidaho.us.



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Authorization Agreement for Automated Payments

I/we hereby authorize the City of Bellevue ["COMPANY"] to initiate debit entries to my/our account indicated below, and the financial institution named below ["BANK"], to debit same to such account. Payments can be withdrawn on the 10th of each month. Please check the appropriate date below.

Type of Account ☐ Checking ☐ Savings (Select one)

Account # _____ Routing #: _____

Names (s) on account: _____

Bank Name: _____

Bank Address: _____

Bank City, State, Zip: _____

This authority is to remain in full force and effect until COMPANY and BANK have received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

Printed Name: _____

Identification #: _____

Signature: _____

Date Signed: _____

Please bring this completed form and provide identification to Bellevue City Hall at 115 E Pine Street, Bellevue. Thank you!



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Acuerdo de Autorización para Pagos Automáticos

Por la presente, autorizo/autorizamos a la Ciudad de Bellevue ["EMPRESA"] a iniciar débitos en mi/nuestra cuenta indicada a continuación, y a la institución financiera indicada a continuación ["BANCO"], a debitarlos en dicha cuenta. Los pagos pueden retirarse el día 10 de cada mes. Marque la fecha correspondiente a continuación.

Tipo de Cuenta Corriente Ahorros (Seleccione una)

N.º de Cuenta: _____ N.º de Ruta: _____

Nombre(s) en la cuenta: _____

Nombre del Banco: _____

Dirección del Banco: _____

Ciudad, Estado, Código Postal del Banco: _____

Esta autorización permanecerá en pleno vigor hasta que la EMPRESA y el BANCO hayan recibido notificación por escrito de mi parte (o de cualquiera de nosotros) de su terminación, en el plazo y la forma que les permita a la EMPRESA y al BANCO tener una oportunidad razonable para actuar al respecto.

Nombre impreso: _____

Número de identificación: _____

Firma: _____

Fecha de la firma: _____

Por favor, traiga este formulario completo y presente una identificación al Ayuntamiento de Bellevue, ubicado en 115 E Pine Street, Bellevue. ¡Gracias!

ANNOUNCING THE EASIEST WAY TO PAY YOUR BILL

Our new online bill pay option saves you time and gives you more flexibility in how you pay your bill.

If you have an Internet connection and an email address, you can now pay your bill online. You are also able to “opt in” to paperless billing and receive an email notification when your bill is ready to view. It’s fast, it’s easy, and you no longer have to write a check each month or find a stamp when it’s time to send in your payment.

HOW IT WORKS

We have partnered with Xpress Bill Pay, the premier provider for online bill payment.

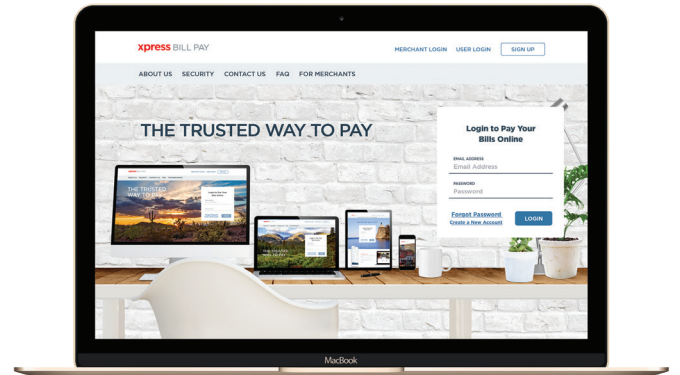
When you sign up for online bill payment you’ll create a secure password that you use to access your personal account at www.xpressbillpay.com. Every month we’ll send you a reminder email to let you know when your bill is online.

Then, just log in through your Web browser or the Xpress Bill Pay Mobile App and view your bill. Select a payment type — credit card, debit card, or electronic funds transfer — enter the information, and you’re done! It’s that easy, and it only takes you a few minutes each month.

We’re offering this service at the request of customers like you. Sign up today to see why so many people consider this method as the best way to pay their bills.

ONLINE BILL PAYMENT FACTS

- To sign up for online bill payment, go to www.xpressbillpay.com
- You can pay your bills with a credit or debit card, or you can transfer funds directly from your checking account.
- You can pay your bill from anywhere. Customers outside the U.S. can contact our Payment Center anytime to make a payment or to set up an Auto Pay.
- After you complete the transaction, you can receive an email receipt to confirm the payment went through.
- You can view up to a year’s history of your account online, so you can compare your current bill to a year ago.
- If you’d like, you can select the Auto Pay option and your bill will be paid automatically each month.



WHAT TO DO NEXT

1. Go to www.xpressbillpay.com
2. Click on the “Sign Up” button on the top of the home screen. Fill in the email and password fields, then click in the “I’m not a robot” box and follow the prompts.
3. Complete the short registration form and click “Next.”
4. Go to your inbox and open the verification email then click “Verify Email”. Then select “Continue” to log in.
5. Select your billing organization and follow the prompts for linking your bill.
6. Once your bill is added to your account, you can add another bill, view and pay your bill online, or setup a recurring auto payment schedule.

AND THERE'S MORE!

Although we encourage creating an account to get the most out of this new service, Xpress Bill Pay does offer Guest Checkout for those that are not yet wanting to set up an account.

To make a phone payment with a live operator, call 1-385-218-0343. This service is available in English and Spanish.

xpress BILL PAY
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