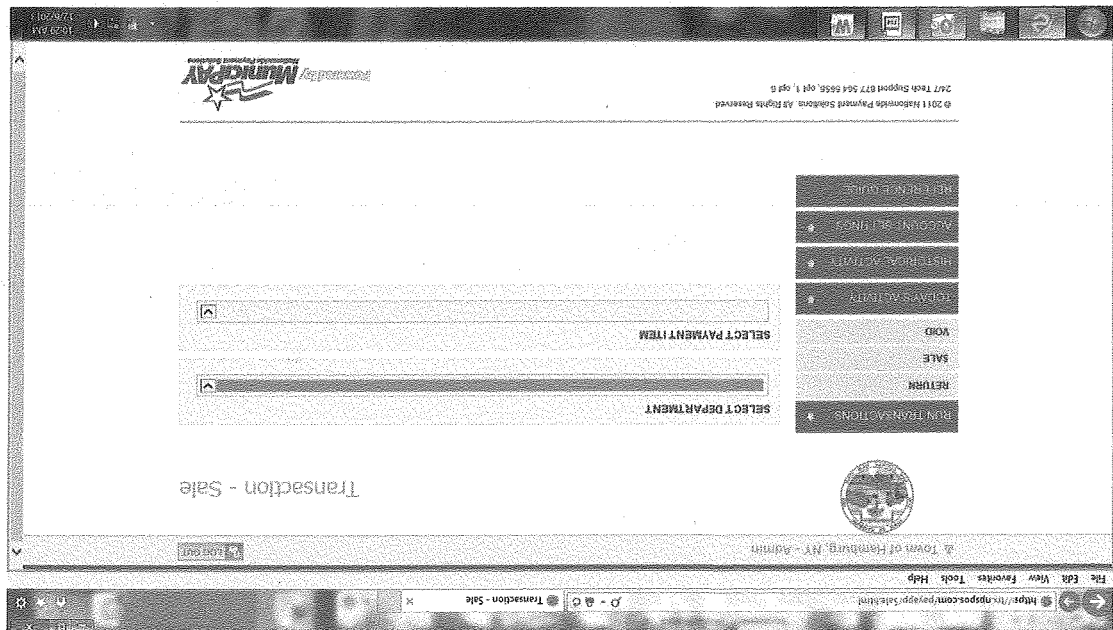
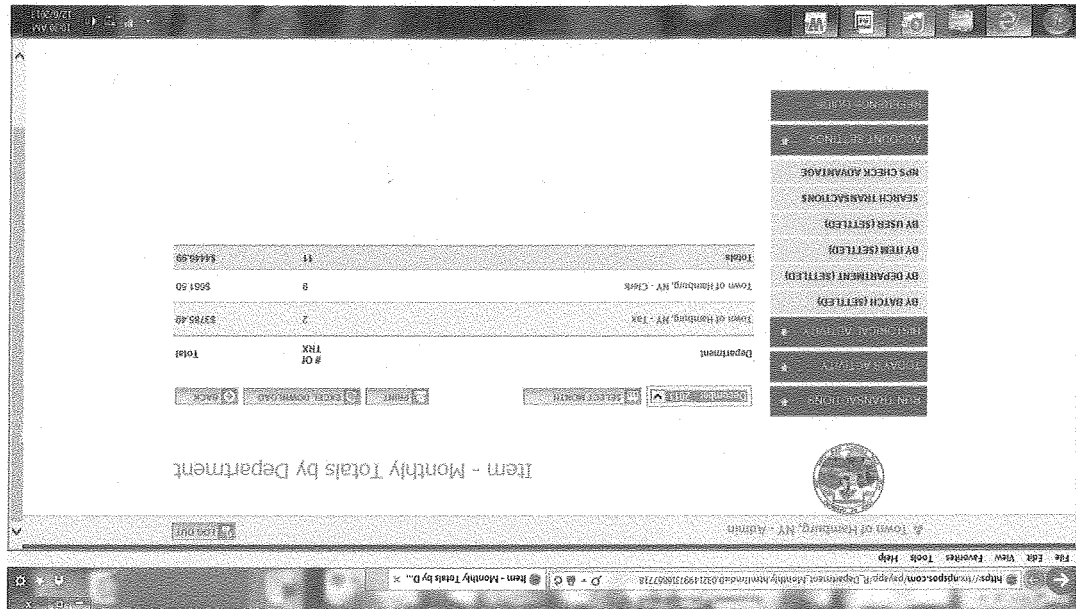


## Municipipay Web Apply Instructions

Step #1 – Sign into your Municipipay account.

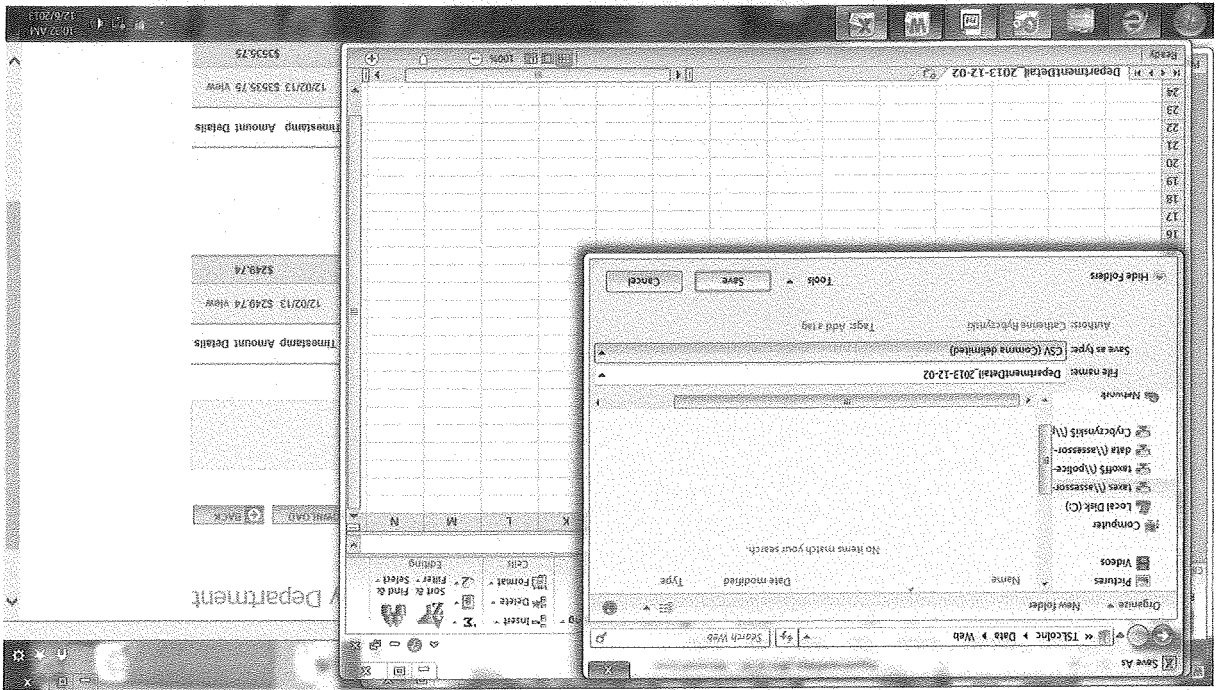


Step #2 – Click "Today's Activity" for current transactions -OR- click "Historical Activity" other date range. Then select your range of dates to process and click on your "Tax account" line.

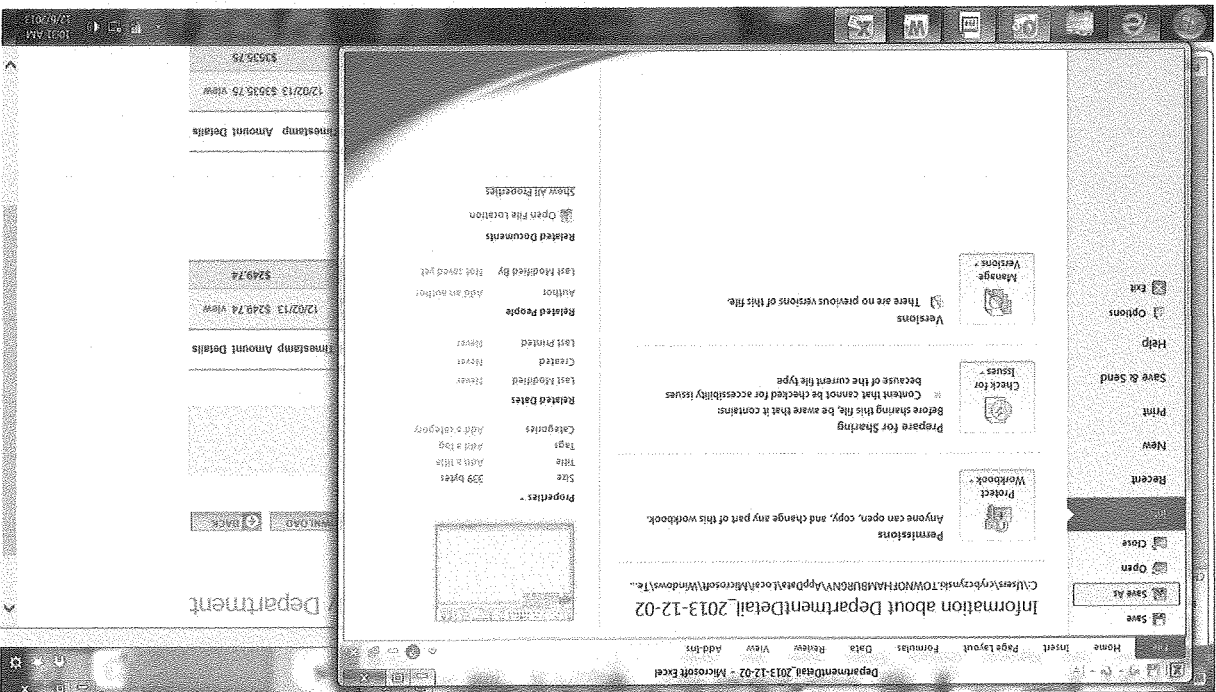




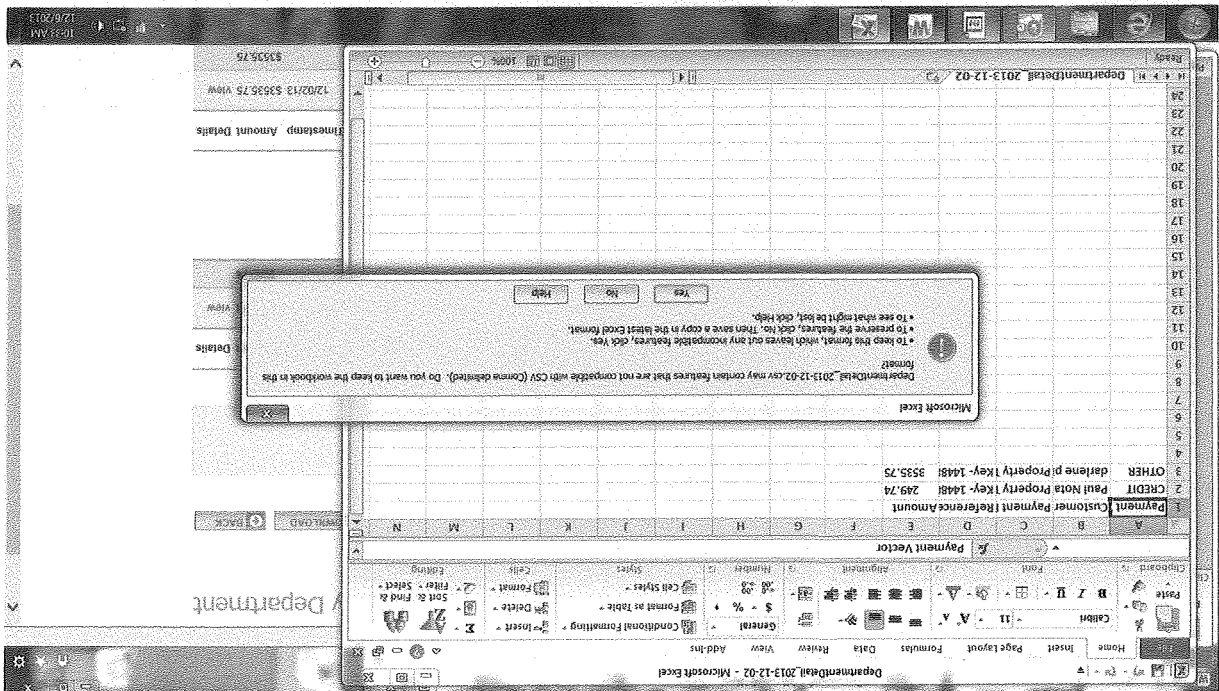




Step #7 – Save the file into the WEB folder inside of the DATA folder. The file type should be “CSV” (Comma Delimited).



Step #6 – Click FILE – SAVE AS



Click "Yes" to save file.

Step # 8 – Start Tax Software. UTILITY - AUTO PAY – WEB CREDIT CARD PAYMENT to post payments.



Payment V Customer I Payment It Reference Amount  
CREDIT Paul Notar Property T: Key- 1448€ 249.74  
OTHER darlene pit Property T: Key- 1448€ 3535.75