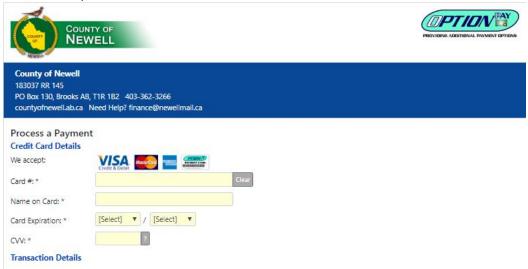# OptionPay – How to Guide

The County of Newell accepts credit card payment for property taxes, utilities, permits, and accounts receivable invoices through a service called OptionPay. OptionPay charges the cardholder a fee based on the transaction amount. The service fee is charged to the cardholder to cover the cost of paying by credit card. The County receives no income or profit from these service fees.

If you wish to pay by credit card, you may do so in person at the County office, or you may go online to our website. Please follow the steps below to process a payment to the County of Newell using OptionPay through our website:

1. Go to http://www.countyofnewell.ab.ca/p/pay-a-bill- and click the OptionPay logo on the home page:

2. You will be re-directed to the OptionPay "Process a Payment" page. Enter your credit card number, Name on the card, Card expiration, and CVV number:

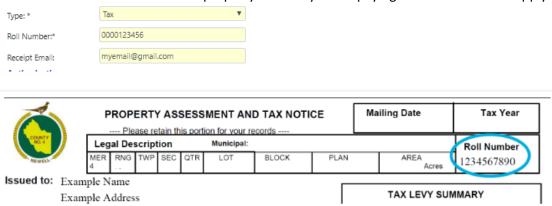

3. Under Transaction Details, enter the dollar amount you wish to pay including decimal places. For example, if you owe the County $225.00 for your utility bill, enter 225.00 in the Payment Card Amount field. The OptionPay Load Fee will calculate automatically after you enter the payment amount, and the Total Charged to Your Card amount will be displayed in bold as shown in the example below:
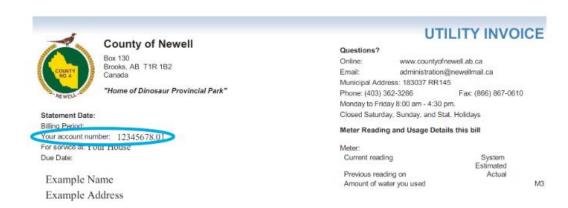
4. Click the drop-down arrow on the Type field and choose the type of transaction you are paying, and enter the appropriate account number as follows:

   a. **Tax -** enter your **10-digit roll number** as it appears on your property tax notice (i.e. 0000123456) or enter your **customer number** (i.e. AAAA001) if you are paying for multiple rolls as one transaction. Then use the **comments** area to list the property tax rolls you are paying and the amount to apply to each roll.

Type: *	Tax ▼
Roll Number:*	0000123456
Receipt Email:	myemail@gmail.com

PROPERTY ASSESSMENT AND TAX NOTICE									Mailing Date	Tax Year

   ---- Please retain this portion for your records ----

Legal Description					Municipal:					Roll Number
MER 4	RNG	TWP	SEC - -	QTR	LOT	BLOCK	PLAN	AREA Acres		1234567890

   Issued to: Example Name
   Example Address

   TAX LEVY SUMMARY

   b. **Utilities -** enter your **10-digit utilities account number** as it appears on your utility bill/invoice (i.e. 00001234.00) enter your **customer number** (i.e. AAAA001) if you are paying for multiple utilities accounts as one transaction. Then use the **comments** area to list the utilities accounts you are paying and the amount to apply to each acccount.

Type: *	Utilities ▼
Account number:*	00001234.00
Receipt Email:	myemail@gmail.com

   UTILITY INVOICE

   County of Newell
   Box 130
   Brooks, AB T1R 1B2
   Canada

   "Home of Dinosaur Provincial Park"

   Statement Date:
   Billing Period:
   Your account number: 12345678.01
   For service at: Your House
   Due Date:

   Example Name
   Example Address

   Questions?
   Online: www.countyofnewell.ab.ca
   Email: administration@newellmail.ca
   Municipal Address: 183037 RR145
   Phone: (403) 362-3266   Fax: (866) 867-0610
   Monday to Friday 8:00 am - 4:30 pm
   Closed Saturday, Sunday, and Stat. Holidays

   Meter Reading and Usage Details this bill

   Meter:
   Current reading   System
                                            Estimated
   Previous reading on   Actual
   Amount of water you used   M3

c. **Accounts Receivable** - enter your **customer ID** as it appears on your invoice (i.e. AAAA001)

Type: *	Accounts Receivable ▼
Invoice Number:*	AAAA0001
Receipt Email:	myemail@gmail.com

HISTORICAL

County of Newell
Box 130
Brooks AB   T1R 1B2

"Home of Dinosaur Provincial Park"
Phone: (403) 362-3266
Fax: (866)-867-0610
Email: administration@newellmail.ca

INVOICE	IVC 99999
Type	
Date	20/02/2014
Page	1

Bill to:

ABC INCORPORATED
ADDRESS
CITY, AB T1R 1B7

Ship to:

ABC INCORPORATED
ADDRESS
CITY, AB T1R 1B7

Customer ID	Purchase Order ID	Shipping Method	Payment Terms ID		
ABCI001		PICKUP	Net 30		
Quantity	Item Number	Description		U Of M	Unit Price	Ext. Price
1.00	TEST ITEM NUMBER					

d. **Permits –** enter your **7-digit permit number** (i.e. 2019001)

Type: *	Permits/Licenses ▼
Description:*	2019001
Receipt Email:	myemail@gmail.com

5. Enter your **email address** to receive a credit card receipt. You can also print the receipt after you Submit Payment. NOTE: For property tax payments, the County will provide a detailed receipt by email if you supply an email address, or by mail if no email address is provided.

6. Under **Authorization,** *read* and if in agreeance *check the box*. The credit card service fee is remitted to OptionPay, not the County. Click the **Submit Payment** button to complete the transaction. If you supplied an email address, you should receive your OptionPay receipt shortly thereafter.

Authorization

☑ I authorize OptionPay to charge my credit card for the purchase of the OptionPay Payment Card and load fee. I also acknowledge that this charge will appear on my credit card statement as County of Newell.

Submit Payment

Check us out on social media