



# OPERATIONS MANUAL

## ENTERPRISE PAYMENT PORTAL

### ABOUT THIS DOCUMENT

The Operations Manual documents functionality of the Enterprise Payment Portal solution developed by eGov Strategies LLC. The Enterprise Payment Portal is managed via the eGov Manager – a web-based software solution developed and supported by eGov that is used by hundreds of cities and counties nationwide to manage their website and payments both online and at-the-counter.

### CONTACTS

**Payments Implementation Leader:**

Eric Clark

[eclark@egovstrategies.com](mailto:eclark@egovstrategies.com)

317-644-6716

**Payments Training Coordinator:**

Melanie Gunaratna

[mgunaratna@egovstrategies.com](mailto:mgunaratna@egovstrategies.com)

317-378-7003

**eGov Strategies Support:**

[support@egovstrategies.com](mailto:support@egovstrategies.com)

317-352-2182 (ext. 2)

**eGov Strategies Sales:**

[jmorris@egovstrategies.com](mailto:jmorris@egovstrategies.com)

317-759-6544

**eGov Strategies LLC**

233 S. McCrea St.

Indianapolis, IN 46225

telephone: 317-634-3468

(634-eGov)

toll free: 877-634-3468



**TABLE OF CONTENTS**

**ABOUT THIS DOCUMENT 1**

Contacts..... 1

**ENTERPRISE PAYMENT PORTAL WEBSITE 6**

Using the Website ..... 6

    About User Accounts ..... 7

Regular Payments..... 7

    Payment Center Landing Page..... 7

    Payment Item Form Page(s) ..... 9

    Checkout Page ..... 10

    Paying by Check or Credit Card ..... 10

    Payment Information Page..... 10

Bill Lookup Functionality ..... 11

    Bill Search ..... 11

    Search Results..... 12

    Search Not Found ..... 13

Payment Submission ..... 14

    Payment Amount Entry Page ..... 14

    Checkout Page ..... 14

Payment Confirmation ..... 15

Payment Rejections ..... 16

How Payments Appear on Credit Card Statements ..... 17

**MY ACCOUNT PAGE 18**

First Time Users of the Website ..... 18

    Username and Password Requirements ..... 18

    Successful Registration ..... 18

    Unsuccessful Registration..... 19

**eGov Strategies LLC**  
233 S. McCrea St.  
Indianapolis, IN 46225  
telephone: 317-634-3468  
(634-eGov)  
toll free: 877-634-3468



Returning Users ..... 19

    Username and Password Attempts ..... 19

    Username and Password Recovery Functions ..... 19

**ACCESSING THE EGOV MANAGER 21**

Recommended Browsers ..... 21

Accessing the eGov Manager ..... 21

    Usernames & Passwords ..... 21

    Resetting Usernames & Passwords ..... 21

**CONFIGURING FINANCIAL ACCCOUNT INFORMATION 23**

Payment Settings ..... 23

Payment Settings Functions ..... 23

**MANAGING PAYMENT ITEMS 24**

Payment Center Functions ..... 24

Adding a Payment Item ..... 25

    GENERAL TAB ..... 25

    FINANCIAL TAB ..... 26

    FORM FIELDS TAB ..... 26

    CONFIRMATION TAB ..... 27

    WORKFLOW TAB ..... 27

    INTEGRATION TAB ..... 27

    eBILLING TAB ..... 27

    USER ACCESS TAB ..... 27

**MANAGING USERS 28**

Configuring User Access within a Payment Item ..... 28

Adding eGov Manager Users ..... 29

    eGov Manager Access Levels ..... 29

Adding a New User ..... 30

**eGov Strategies LLC**  
233 S. McCrea St.  
Indianapolis, IN 46225  
telephone: 317-634-3468  
(634-eGov)  
toll free: 877-634-3468