

GET STARTED WITH PLASTIQ

This is a guide for registering, setup, and payments through the PlastiQ system.



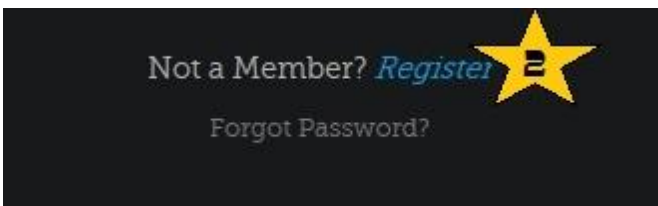
*Municipality of
West Hants*

1.



Go to www.plastiq.com

2.



Click '**Register**'.

3.

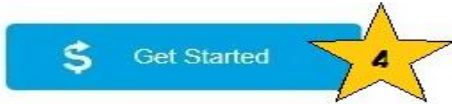
A registration form with a yellow star icon containing the number 3 in the top left corner. The form fields are: "First Name" and "Last Name" (split into two boxes), "Email Address", "Phone Number" (with an information icon), "Password (at least 8 characters, 1 number/symbol)", and "Password Again". Below the fields is a checkbox labeled "Send me reward opportunities, news & updates from Plastiq." and a large black "Register" button. At the bottom, it says "By registering you agree to Plastiq's Privacy Policy & Terms of Service."

Sign up:

- First Name
- Last Name
- Email Address
- Phone Number
- Password

'Register'

4.



Click 'Get Started'.

5.

A light gray form titled "Add a Payee". It has a "Full Name" label and a text input field containing "west hants". A yellow star with the number "5" is above the input field. A blue "Next" button is at the bottom right of the form.

Add a Payee:

Type the name of the Payee in the full name field (West Hants) and click 'Next'.

6.

A list of three billing options, each with a radio button. The first option is selected. A yellow star with the number "6" is to the right of the list.

- West Hants - 3 Miles Plain Water**
76 Morison Drive, Windsor, NS, Canada
- The Municipality of the District of West Hants - Property Tax**
<http://westhants.ca>
76 Morison Drive, PO Box 3000, Windsor, NS, Canada
- West Hants – Falmouth Water**
76 Morison Dr., Windsor, NS, Canada

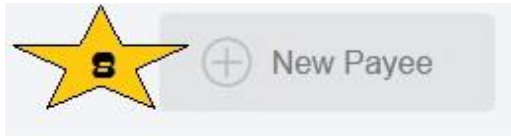
Choose one of the three billing options.

7.

The bottom of the form showing two buttons: "Save Payee" and "Save Payee & Pay". A yellow star with the number "7" is to the left of the "Save Payee" button.

Click 'Save Payee'.

8.



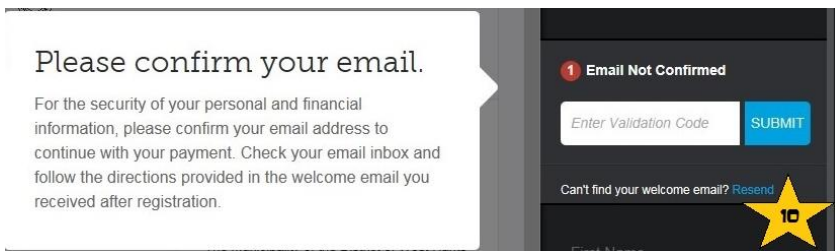
More payees can be added by clicking 'New Payee' and repeating steps 5 through 7.

9.



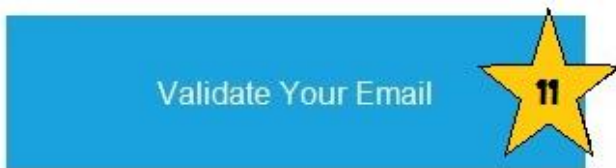
To make a payment, click the \$ symbol and the word Pay will appear. Click 'Pay'.

10.



To continue with your payment, you must confirm your email address. Check your email inbox and follow the directions provided in the welcome email you received after registration.

11.



In the email you receive, click 'Validate Your Email'.

12.

Payment Schedule

Today (3-6 business days to reach payee)

Amount 

\$50.00



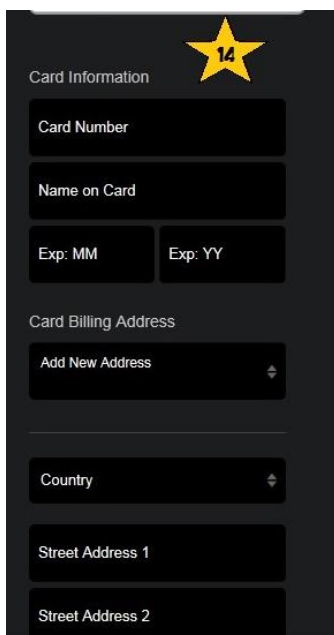
Continue making your payment;
enter the amount to be paid.

13.



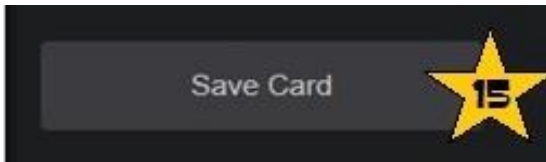
Click 'Card'. An option will
appear to add a new card.

14.

A dark-themed form for entering credit card information. At the top right is a yellow star with the number 14. The form is divided into two sections: 'Card Information' and 'Card Billing Address'. Under 'Card Information', there are fields for 'Card Number', 'Name on Card', 'Exp: MM', and 'Exp: YY'. Under 'Card Billing Address', there are fields for 'Add New Address' (with a dropdown arrow), 'Country' (with a dropdown arrow), 'Street Address 1', and 'Street Address 2'.

Fill in the credit card information
fields.

15.



Click 'Save Card'.

16.



Enter CCV number (3 to 4 digit Credit card verification number found on the back your credit card).

13.

First Name First Name	matthew	★ 17
Last Name Last Name	millet	
Account Number Please enter a 8 digit Account Number	55555555	
Payment Reason Examples: Property Tax, Fuel Tax, etc..	Property Tax	

Enter First Name, Last Name, Account number, and the reason for the payment.

14.



Click 'Submit Payment'.