

How to Pay Your Bill Online

1. Go to <http://wspringfieldma.billtrust.com> and login to your account
2. Go to the Summary Tab, choose the account you would like to pay, and click on the pay button.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: Summary, History, Payment Setup, and Options. The 'Summary' tab is highlighted with a red box. Below the navigation bar, the main content area is titled 'Bill Summary (1 unpaid)'. To the right of this title is a dropdown menu labeled 'Account' with 'REAL ESTATE' selected, also highlighted with a red box. Below the title, there is a table of bill details:

| | |
|---------------------------------------|--------------------|
| Account Number | 401-07450-W1-001RE |
| Total Due | \$1245.94 |
| Billing Date | 01/01/2018 |
| Due Date | 02/01/2018 |
| Current Balance (as of 02/05/2018) | \$1247.85 |

Below the table are two buttons: 'View Bill' (blue) and 'Pay' (green), with the 'Pay' button highlighted by a red box. At the bottom of the main content area, there is another table:

| | |
|----------------------|------------|
| Current Bill Payment | \$1245.94 |
| Pay Date | 02/06/2018 |

To the right of the main content area is a box titled 'Thank You For Going Green!' containing a message: 'Thank you for viewing and paying your bill online. By doing so, not only are you enjoying the convenience of online billing, you are also helping the environment. By going paperless, we are saving the planet one tree at a time.'

3. Choose the payment account and enter the payment details

The screenshot shows a 'Pay Bill' window with a progress indicator at the top: '1 Enter Payment Details' (active), '2 Authorize', and '3 Confirmation'. Below the progress indicator, the text reads: 'Pay your Bill now or schedule a future payment.' The form contains the following fields:

- Payment Account: CIT (dropdown menu)
- Amount: [input field]
- Payment Date: [input field]
- Note: [input field]

At the bottom of the form, there is a red text notice: 'Please note that checking account payments made after 3 PM Eastern will be scheduled for the next business day.'

